

**Library Advisory Board Minutes**  
**March 11, 2013**  
Sachse Public Library  
3815 Sachse Road Building C  
Sachse, Texas 75048  
Library Meeting Room

**Present Board Members:** Patrece King, Dia Rhoden, Dixie Scoggins, Mary Saathoff and Terry Bennett

**Absent Board Members.** Robert Rogers and Judith Lensch

**Library Manager:** Mignon Morse

**Friends of the Library:** Mary Saathoff

**1. Call to Order:**

Patrece King called the meeting to order at 7:00 PM.

**2. Invocation:** Dia Rhoden

**3. Approval of Minutes:**

The February 11, 2013 minutes were reviewed by the members present. Mary Saathoff moved to accept the minutes as written, Terry Bennett seconded. The minutes were unanimously approved.

**4. Discuss Friends of the Sachse Public Library Monthly Report.**

**Mad Hatter Tea Party updates:**

**Purpose:** Fundraiser benefiting the Sachse Public Library and the Summer Reading Club program. The program will be Saturday May 4 from 12:00 p.m. to 2:00 p.m. at the Senior Center. Mayor Mike Felix will be the Mad Hatter. Tickets are \$20 for adults and \$15 for children. Board members made suggestions for the flyer to include the pre-registration requirements and information regarding the door prizes. Seating is limited to 110 participants. Teen volunteers are being recruited by Patrece King. Volunteer opportunities include; set-up the night before the event (Friday, May 3) and various duties throughout the event (Saturday, May 4). Approximately twenty (20) tickets to the Mad Hatter Tea Party have been sold.

Approximately \$700 was raised for the Love Your Library fundraiser. This fundraiser will be on-going because the Friends of the Sachse Public Library would like to raise \$3,000 to be used toward eBooks.

**5. Library Manager's Report:**

The Diary Cow program was successful! There were forty-eight (48) attendees.

Story time will be cancelled this Thursday, March 14 for the filming of the Summer Reading Club promotional video. Mignon, Toni, and Ruth will be working with several volunteers to create the video.

Mary Saathoff asked about the Council meeting on March 4 and the discussion about the equipment policy. She watched the meeting online. Mignon explained the discussion about the equipment use policy for the benefit of the other board members who had not watched the online video. Mignon explained that the Council gave direction to research the cost of adding a projector and screen to the library's meeting room. She asked the board where they would like the projector and screen if funding is approved.

After a brief discussion, it was agreed the best location is next to the white board in front of the window. This location will accommodate most groups.

Mignon is diligently working on the budget, which includes funds for eBooks. Mignon researched numerous eBook vendors. Annual fees range from \$1,000 - \$3,000 and platform fees are up to \$10,000. Area libraries (Rowlett, Rockwall, Garland, Wylie, Plano, and McKinney) offer eBooks and Mignon would like to extend this service to patrons of the Sachse Public Library.

Mignon will be presented with the 2012 Excellence in Library Award from the Texas Municipal League on Monday, April 1, 2013 at City Hall. City Council meetings begin at 7:30 PM at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, TX 75048.

Patrece King volunteered to establish a Teen Library Council for the Sachse Public Library.

Dixie Scoggins volunteered to host an Art program for the Sachse Public Library.

Board Members complimented Mignon on a well-organized and structured Library Board meeting.

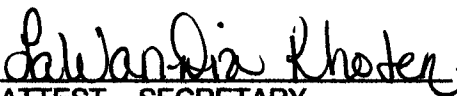
Dia Rhoden thanked Mignon for including the Library Board in the budget process. Mignon encouraged Library Board Members to attend the upcoming budget meetings. Also, Council Meetings can be viewed online at [www.cityofsachse.com/mediacenter](http://www.cityofsachse.com/mediacenter).

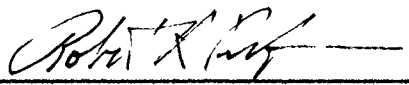
**6. Discuss Library Board announcements regarding special events, current activities, and local achievements.**

Mary asked if the Board meetings would be moved to the Council chambers and recorded. Mignon said there had been some discussion of eventually recording all the board meetings. When that happens, the Board will be asked to meet in City Hall.

**7. Adjournment:**

Mary Saathoff motioned to adjourn the Library Board Meeting for Monday, March 11, 2013 at 8:20 PM. Terry Bennett seconded. The motion carried and the meeting was adjourned at 8:20 PM.

  
ATTEST SECRETARY

  
APPROVED CHAIRMAN



## Sachse, Texas

Sachse Public Library  
3815 Sachse Road  
Building C  
Sachse, Texas 75048

### Meeting Agenda Library Board

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Monday, March 11, 2013

7:00 PM

Library Meeting Room

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The Library Board of the City of Sachse will hold a Regular Meeting on Monday, March 11, 2013, at 7:00 p.m. in the Library Meeting Room of the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business

**1. Call to Order**

**2. Invocation**

- 3. 13-1403** Consider approval of the minutes of the February 11, 2013 meeting

Executive Summary

Review and approve the February 11, 2013 meeting minutes

Attachments: Library minutes 021113.pdf

**4. Discuss Friends of the Sachse Public Library Monthly Report.**

- 5. 13-1404** Consider Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach

Executive Summary

Library Manager reports on statistics, upcoming projects for the board, events, community outreach, and announcements.

Attachments. lib feb2013 stats pdf

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

**7. 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 March 8, 2013; 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)

|                       |                                                                   |                      |   |              |                                                                   |
|-----------------------|-------------------------------------------------------------------|----------------------|---|--------------|-------------------------------------------------------------------|
| <b>File #</b>         | 13-1403                                                           | <b>Version</b>       | 1 | <b>Name:</b> | Consider approval of the minutes of the February 11, 2013 meeting |
| <b>Type</b>           | Agenda Item                                                       | <b>Status:</b>       |   |              | Agenda Ready                                                      |
| <b>File created</b>   | 3/1/2013                                                          | <b>In control:</b>   |   |              | Library Board                                                     |
| <b>On agenda</b>      | 3/11/2013                                                         | <b>Final action:</b> |   |              |                                                                   |
| <b>Title</b>          | Consider approval of the minutes of the February 11, 2013 meeting |                      |   |              |                                                                   |
|                       | Executive Summary                                                 |                      |   |              |                                                                   |
|                       | Review and approve the February 11, 2013 meeting minutes          |                      |   |              |                                                                   |
| <b>Sponsors:</b>      |                                                                   |                      |   |              |                                                                   |
| <b>Indexes:</b>       |                                                                   |                      |   |              |                                                                   |
| <b>Code sections:</b> |                                                                   |                      |   |              |                                                                   |
| <b>Attachments:</b>   | <a href="#">Library minutes 021113 pdf</a>                        |                      |   |              |                                                                   |

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

### Title

Consider approval of the minutes of the February 11, 2013 meeting

### *Executive Summary*

*Review and approve the February 11, 2013 meeting minutes*

### Background

Review and approve the meeting minutes for February 11, 2013.

### Policy Considerations

N/A

### Budgetary Considerations

N/A

### Staff Recommendations

Staff recommends approval of the minutes of the February 11, 2013 meeting

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

**Regular Meeting Minutes  
Monday, February 11, 2013, 7:00 p.m.**

**Present Board Members:** Robert Rodgers, Patrece King, Dia Rhoden, Dixie Scoggins, Mary Saathoff and Judith Lensch

**New Board Member:** Terry Bennett

**Library Manager:** Mignon Morse

**Friends of the Library:** Mary Saathoff

**Others in Attendance:** Darrell Lensch

**1 Invocation**

Robert Rodgers.

**2 Call to Order:**

Robert Rodgers called the meeting to order at 7 01 p m

**3 Approval of Minutes:**

Mary Saathoff moved to accept the January 14, 2013, minutes as written  
Patrece King seconded The minutes were unanimously approved

**4 Welcome of New Library Board Member:**

Robert Rodgers gave Terry Bennett a hearty welcome to the Sachse Library Board

**5 Friends Report**

The Love Your Library Fundraiser is an event to raise money for e-books and downloadable audio books This event will be held at the Sachse Public Library from February 1 – 28, 2013 Donation envelopes are at the Friends information table

The Mad Hatter's Tea Party is also a Friends fundraiser The event details include the following

Date May 5, 2013

Time 12:00 noon – 2:00 p m

Location Sachse Senior Center (The Friends need volunteers to help set up )

Activities Pictures, crafts, make-over, hand massages

Special Guest Mayor Mike Felix as the Mad Hatter

Cost \$25 per ticket (The Friends would like 100 people to purchase tickets )

The most recent Friends meeting was on January 22, 2013 Fifteen people attended the meeting The next Friends meeting is on February 26 at 7:00 p m

**6. Library Managers Report:**

Library Manager, Mignon Morse began a new incentive to increase circulation Children will receive a prize for checking-out 100 items at the

Sachse Public Library The children will receive one stamp on their loyalty card for every ten items they check-out Once a child gets ten stamps, they get a prize from the prize box

Staff members have been more attentive to the door count As a result, the door counter is checked on a regular basis Also, program attendance was down because there were no special events at the Sachse Public Library during January 2013 However, the Paws & Read program has resumed and features a new canine friend, Nicco The children were introduced to Nicco and his mom, Karen during the group reading session on February 7, 2013 The next Paws & Read program is Thursday, February 21 at 3 30 p.m. The program is designed for a one-on-one session with Nicco and is not designed to be a large group program.

In celebration of Texas History Month and in collaboration with the Sachse Historical Society, Lloyd Henderson will present the "History of the City of Sachse" on March 5 at 6 30 p m This event will be held at the Sachse Public Library

To continue the celebration of Texas History Month, the Infamous Dairy Cow will educate the children on how milk is made. This event will be held outside the Sachse Public Library on Monday, March 11 at 3:00 p m

The Friends of the Sachse Public Library are sponsoring the "Texas Folktales" event on March 12 at 6:30 p m Professional storyteller and banjo player, Dan Gibson will present a program that is entertaining for children and adults.

Dia Rhoden thanked Mignon for adding Nicco to the Paws & Read program Dia is friends with Nicco and his sister, Abbie, the Delta Society trained reading pal for the Smith Public Library in Wylie. Both canine friends are Collies.

The Sachse Public Library received the 2012 Excellence in Library Award from the Texas Municipal League Library Manager Mignon Morse thanked Librarian, Ellen Ritchie for making sure all ten (10) of the guidelines for this award were documented A council presentation will be scheduled

**8. Adjournment:**

Robert Rodgers motioned to adjourn the Library Board Meeting for Monday, February 11, 2013 at 7:30 p.m. Judith Lensch seconded The motion carried and the meeting was adjourned at 7 30 PM

Attest

Approve

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



# Sachse, Texas

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

## Legislation Details (With Text)

|                       |                                                                                                                                            |                     |   |             |                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---|-------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>File #:</b>        | 13-1404                                                                                                                                    | <b>Version:</b>     | 1 | <b>Name</b> | Consider Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach |
| <b>Type:</b>          | Agenda Item                                                                                                                                | <b>Status</b>       |   |             | Agenda Ready                                                                                                                           |
| <b>File created:</b>  | 3/1/2013                                                                                                                                   | <b>In control</b>   |   |             | Library Board                                                                                                                          |
| <b>On agenda:</b>     | 3/11/2013                                                                                                                                  | <b>Final action</b> |   |             |                                                                                                                                        |
| <b>Title:</b>         | Consider Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach     |                     |   |             |                                                                                                                                        |
|                       | Executive Summary<br>Library Manager reports on statistics, upcoming projects for the board, events, community outreach, and announcements |                     |   |             |                                                                                                                                        |
| <b>Sponsors:</b>      |                                                                                                                                            |                     |   |             |                                                                                                                                        |
| <b>Indexes:</b>       |                                                                                                                                            |                     |   |             |                                                                                                                                        |
| <b>Code sections:</b> |                                                                                                                                            |                     |   |             |                                                                                                                                        |
| <b>Attachments:</b>   | <a href="#">lib feb2013 stats.pdf</a>                                                                                                      |                     |   |             |                                                                                                                                        |

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

### Title

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

### *Executive Summary*

*Library Manager reports on statistics, upcoming projects for the board, events, community outreach, and announcements*

### Background

Library Manager's Report includes statistics, upcoming events, community outreach, and announcements.

### Policy Considerations

N/A

### Budgetary Considerations

N/A

### Staff Recommendations

No action will be taken on this item



# Departmental Report

February 2013

| Current<br>Month/2012 | Year to<br>Date/2012 | Current<br>Month/2013 | Year to<br>Date/2013 |
|-----------------------|----------------------|-----------------------|----------------------|
|-----------------------|----------------------|-----------------------|----------------------|

## Collection

|                         |        |       |        |       |
|-------------------------|--------|-------|--------|-------|
| Number of Titles        | 38,670 | n/a   | 39,974 | n/a   |
| Number of Copies        | 38,832 | n/a   | 40,428 | n/a   |
| Number of New Copies    | 319    | 1,705 | 274    | 2,035 |
| Number of Items Removed | 104    | 709   | 332    | 510   |
| Donated Items Added     | n/a    | n/a   | 62     | 592   |

## Patrons

|                           |        |     |       |     |
|---------------------------|--------|-----|-------|-----|
| Number of Patrons         | 15,591 | n/a | 9,023 | n/a |
| Number of New Patrons     | 57     | 330 | 85    | 382 |
| Number of Patrons Removed | 2      | 19  | 0     | 14  |

## Circulation

|                          |       |        |       |        |
|--------------------------|-------|--------|-------|--------|
| Total Circulation        | 6,560 | 32,307 | 6,508 | 32,006 |
| Books                    | 4,464 | 22,031 | 4,493 | 21,662 |
| DVDs & Blu-Ray           | 1,945 | 9,414  | 1,873 | 9,583  |
| E-Book Readers           | 1     | 18     | 1     | 2      |
| Audio CDs                | 103   | 614    | 101   | 617    |
| Digital Audio (Playaway) | 3     | 13     | 0     | 2      |
| Music CDs                | 22    | 96     | 5     | 30     |
| Business Library         | 22    | 75     | 25    | 89     |

## Programs and Services

|                             |     |       |     |       |
|-----------------------------|-----|-------|-----|-------|
| Number of Internet Sessions | 663 | 3,242 | 705 | 3,874 |
| Number of Programs          | 9   | 33    | 11  | 42    |
| Program Attendance          | 283 | 1,003 | 415 | 1,509 |
| Interlibrary Loans          | 18  | 112   | 10  | 50    |
| Number of Volunteer Hours   | 73  | 160   | 51  | 426   |

|            |       |       |       |        |
|------------|-------|-------|-------|--------|
| Door Count | 2,460 | 9,416 | 3,374 | 16,976 |
|------------|-------|-------|-------|--------|

## Programs

|                       | Date      | Attendance |
|-----------------------|-----------|------------|
| Paws & Read           | 2/7/2013  | 5          |
| Storytime             | 2/7/2013  | 32         |
| Valentine's Day Party | 2/12/2013 | 55         |
| Storytime             | 2/14/2013 | 43         |
| Build a Bot (UTD)     | 2/18/2013 | 28         |

|                             |           |     |
|-----------------------------|-----------|-----|
| Sewell Elementary Storytime | 2/18/2013 | 60  |
| Paws & Read                 | 2/21/2013 | 5   |
| Storytime                   | 2/21/2013 | 24  |
| Garden Club Presentation    | 2/25/2013 | 15  |
| Dr Seuss Birthday Party     | 2/28/2013 | 110 |
| Storytime                   | 2/28/2013 | 38  |
| Total                       |           | 415 |