



Sachse, Texas

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

Meeting Agenda Library Board

Monday, February 10, 2014

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, February 10, 2014, at 7:00 p.m. in the Library Meeting Room at 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. 14-2027 Consider approval of the minutes of the January 13, 2014 Library Board meeting

Executive Summary

Review and consider approval of the meeting minutes from January 13, 2014

Attachments: [library minutes 011314.pdf](#)

- 4 14-2028 Discuss, consider, and make recommendation to City Council to approve voluntary utility bill donations.

Executive Summary

This item is for consideration of the board to make a recommendation to City Council to approve adding voluntary utility bill donations that can be applied to the Animal Shelter, Parks, or the Library from residents who choose to make such a donation

Attachments: [lib voluntary donation presentation.pdf](#)

- 5 Discuss Friends of the Sachse Public Library Monthly Report.
6. 14-2029 Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach

Executive Summary

Library Manager Mignon Morse will present monthly report including statistics, upcoming projects, events, announcements, and community outreach

Attachments: [lib stats Jan2014.pdf](#)

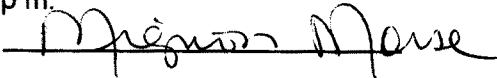
[lib Ebook stats FY 2014.pdf](#)

- 7 Discuss Library Board announcements regarding special events, current activities, and local achievements
- 8 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 February 7, 2014; 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.



Legislation Details (With Text)

File #	14-2027	Version	1	Name	Consider approval of the minutes of the January 13, 2014 Library Board meeting
Type	Agenda Item	Status			Agenda Ready
File created	1/28/2014	In control			Library Board
On agenda	2/10/2014	Final action			
Title	Consider approval of the minutes of the January 13, 2014 Library Board meeting				
	Executive Summary				
	Review and consider approval of the meeting minutes from January 13, 2014				
Sponsors.					
Indexes.					
Code sections.					
Attachments	library minutes 011314.pdf				

Date	Ver	Action By	Action	Result
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Title

Consider approval of the minutes of the January 13, 2014 Library Board meeting

Executive Summary

Review and consider approval of the meeting minutes from January 13, 2014

Background

Consider approval of the minutes of the January 13, 2014 Library Board meeting

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends approval of the minutes of the January 13, 2014 Library Board meeting

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, January 13, 2014, 7:00 p.m.**

Present Board Members. Robert Rodgers, Dia Rhoden, Mary Saathoff, Dixie Scogin, Patrece King, Terry Bennett and Billy Ketner

Absent Board Members.

Library Manager: Mignon Morse

Member of the Public. Library Liaison Jeff Bickerstaff

1 Invocation

Robert Rodgers

2 Call to Order:

Robert Rodgers called the meeting to order at 7:00 p.m.

3 Consider Election of Officers

- Nomination for Chair: Billy Ketner nominated Robert Rodgers as Chair. Patrece King seconded. The motion carried unanimously. Robert Rodgers is the 2014 Chair for the Sachse Library Board.
- Nomination for Vice Chair: Dixie Scogin nominated Patrece King as Vice Chair. Billy Ketner seconded. The motion carried unanimously. Patrece King is the 2014 Vice Chair for the Sachse Library Board.
- Nomination for Secretary: Mary Saathoff nominated Dia Rhoden as Secretary. Robert Rodgers seconded. The motion carried unanimously. Dia Rhoden is the 2014 Secretary for the Sachse Library Board.

Dia Rhoden complimented the 2013 Chair, Robert Rodgers and 2013 Vice Chair, Patrece King on a job well done. Mary Saathoff complimented the 2013, Secretary, Dia Rhoden on a job well done.

4 Consider approval of the minutes from the November 11, 2013 meeting

Robert Rodgers motioned to approve the minutes. The motion was seconded by Dia Rhoden and the minutes were unanimously approved.

5 Discuss, consider, and make recommendation to the City Council to amend the Library Collection Development Policy:

- Page 2 - Mary Saathoff motioned to revise "Community we Serve" to "*Community We Serve*" by changing the lower case "w" to a capitalized "W". Terry Bennett seconded. The motion carried unanimously.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, January 13, 2014, 7:00 p.m**

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Absent Board Members.

Library Manager. Mignon Morse

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1 Invocation

Robert Rodgers.

2. Call to Order

Robert Rodgers called the meeting to order at 7:00 p.m

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Dia Rhoden complimented the 2013 Chair, Robert Rodgers and 2013 Vice Chair, Patrece King on a job well done Mary Saathoff complimented the 2013, Secretary, Dia Rhoden on a job well done.

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5 Discuss, consider, and make recommendation to the City Council to amend the Library Collection Development Policy

- Page 2 - Mary Saathoff motioned to revise "Community we Serve" to "*Community We Serve*" by changing the lower case "w" to a capitalized "W" Terry Bennett seconded The motion carried unanimously

- Page 9 - Item A of Reconsideration of Materials
Dixie Scogin motioned to remove "Because in a diverse society tastes and opinions differ, some materials the library acquires may be offensive to some patrons" and begin the statement with, "In a democracy which incorporates the rights to free press and speech into its basic system of law, the minority does not have the prerogative to curtail the free access to published materials " Mary Saathoff seconded. The motion carried
- Page 9 - Dixie Scogin motioned to remove the words/sentences, "If, however" and "to material held by the library" and "he/she" and "Citizen's" Begin the sentence by capitalizing the letter "a" before the words "patron objects" The revised sentence is as follows, "*A patron may submit a Request for Reconsideration of Materials. In no instance will material be removed on demand. All considerations of requests to remove materials will be reviewed using this selection policy as a guideline.*" Mary Saathoff seconded. The motion carried.
- Page 9 - Item B of Reconsideration of Materials. Mary Saathoff motioned to replace "his/her" with "a" and replace "the patron" with "a patron" The revised sentence is as follows, "*In order to have a request considered, a patron must.*" Dia Rhoden seconded The motion carried unanimously
- Page 9 - Item C of Reconsideration of Materials Mary Saathoff motioned to replace the word "complaints" with "requests" The revised sentence is as follows, "*Anonymous requests will not be considered.*" Terry Bennett seconded The motion carried unanimously
- Page 9 - Item D of Reconsideration of Materials. Mary Saathoff motioned to replace the words "complaint" with "request" The revised sentence is as follows, "*After the completed form is received, the Library Manager will review the reasons for the request and the material in question. The Library Manager will attempt to answer the request to the patron's satisfaction. If the patron is not satisfied with the Library Manager's action, he/she may request that the materials be reviewed by a Materials Review Committee. The committee will be composed of the Library Manager and the Library Board.*" Terry Bennett seconded. The motion carried unanimously
- Page 10 - Document Title Mary Saathoff motioned to remove the word "Recommendation" from the title on page 10 and replace it with the word "Request" The revised title is as follows, "*Request for Reconsideration of Materials*" Terry Bennett seconded. The motion carried unanimously
- Mary Saathoff motioned to accept the changes to the Library Collection Development Policy Dia Rhoden seconded. The motion carried unanimously
- Robert Rodgers recommended changes to item E on the Reconsideration of Materials on page 9

Other discussions

Mary Saathoff commended Library Manager, Mignon Morse, for her hard work and dedication to update the Library Collection Development Policy



Sachse, Texas

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

Legislation Details (With Text)

File #	14-2028	Version:	1	Name:	Discuss, consider, and make recommendation to City Council to approve voluntary utility bill donations
Type:	Agenda Item	Status:			Agenda Ready
File created.	1/28/2014	In control:			Library Board
On agenda.	2/10/2014	Final action:			
Title:	Discuss, consider, and make recommendation to City Council to approve voluntary utility bill donations				
	Executive Summary This item is for consideration of the board to make a recommendation to City Council to approve adding voluntary utility bill donations that can be applied to the Animal Shelter, Parks, or the Library from residents who choose to make such a donation				

Sponsors

Indexes:

Code sections:

Attachments: [lib voluntary donation presentation.pdf](#)

Date	Ver	Action By	Action	Result
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Title

Discuss, consider, and make recommendation to City Council to approve voluntary utility bill donations.

Executive Summary

This item is for consideration of the board to make a recommendation to City Council to approve adding voluntary utility bill donations that can be applied to the Animal Shelter, Parks, or the Library from residents who choose to make such a donation

Background

[Enter Background Here]

Policy Considerations

[Enter Policy Considerations Here]

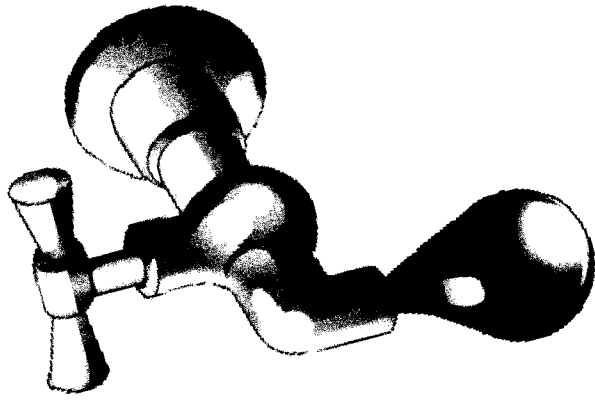
Budgetary Considerations

[Enter Budgetary Considerations Here]

Staff Recommendations

Discuss, consider, and make recommendation to City Council to approve voluntary utility bill donations.

• VOLUNTARY UTILITY BILL • DONATIONS



Animal Control, Library, and Parks



HISTORY OF UTILITY BILL DONATIONS

- ▶ Conducted research through the Public Library Administrators of North Texas. (PLANT)
- ▶ Eleven cities in the PLANT provide the opportunity for citizens to make voluntary contributions on their utility bill.
- ▶ Sample resolutions and publicity included in the agenda packet.
- ▶ Research indicates that this began in the 1990's.
- ▶ Most cities focus on Animal Control, Parks, and Library.

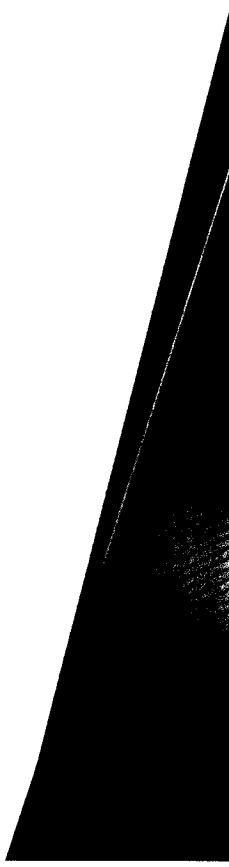
Summary of the findings

- ▶ Voluntary Donations are most commonly collected for Animal Control (5), Parks (8), and Library (9).
 - Other departments that were included are as follows:
 - Police (Haltom City only)
 - Fire (Princeton only)
 - Special events or community events (Arlington, North Richland Hills, and Krum)
 - Economic Development (Coppell)

CITY	DONATIONS	AMOUNT
Arlington	Animal Shelter, Parks, Library, and Community Events	Not designated
Azle	Animal Shelter, Parks, and Library	Not designated
Coppell	Animal, Parks Library, Economic Development	Total of \$2.00 for all departments
Haltom City	Animal, Parks, Library, Police	50 cent minimum No maximum
Haslet	Park and Library Only	\$1.00
Krum	Parks, Library, Community Events	\$1 00 for each department
Lake Worth	Parks only	\$1.00
Lewisville	Parks only	Various options for amounts
North Richland Hills	Animal Shelter, Library, Special Events	\$1.50
Princeton	Library and Fire	\$1 00 for each department
Watauga	Library only	\$1 00

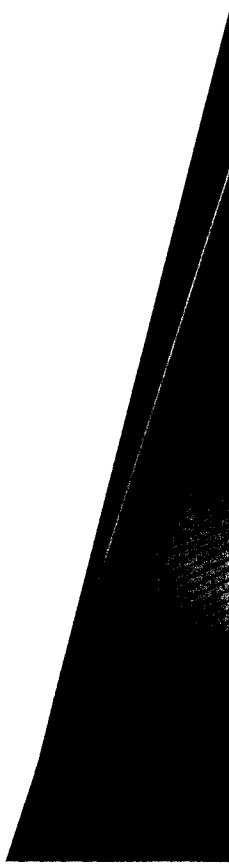
Proposal for Sachse Citizens

- ▶ A minimum of \$1.00 donation option on the utility bill for at least Animal Control, Library and Parks.
- ▶ Funds will be earmarked for specific purposes.
- ▶ Funds are tax deductible according to the City Attorney.
- ▶ Citizens will have the opportunity to sign up for donations online and at the Utility Billing office.



Public Awareness

The public will be informed about the voluntary donation through the website, social media, and city publications. (Library Brochure, bi-monthly City Newsletter, and Parks and Recreation Brochure). Information will be provided only.



Donated Funds Uses

- ▶ Animal Control will use funds for animal care and facility improvements.
- ▶ Library funds will be used for e-books to build the collection.
- ▶ Parks will utilize the funds for tree care and beautification.



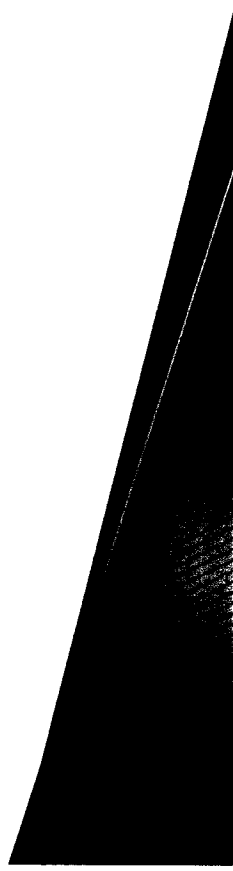


FUTURE STEPS

- ▶ If Council requests staff to go forward with utility bill donations, staff will go back to boards for a discussion.



QUESTIONS & DISCUSSION





Sachse, Texas

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

Legislation Details (With Text)

File #:	14-2029	Version:	1	Name	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach
Type:	Agenda Item	Status:			Agenda Ready
File created:	1/28/2014	In control			Library Board
On agenda:	2/10/2014	Final action			
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach				
	Executive Summary Library Manager Mignon Morse will present monthly report including statistics, upcoming projects, events, announcements, and community outreach.				
Sponsors					
Indexes					
Code sections:					
Attachments:	lib stats Jan2014.pdf lib Ebook stats FY 2014 pdf				

Date	Ver.	Action By	Action	Result
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Title

Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach

Executive Summary

Library Manager Mignon Morse will present monthly report including statistics, upcoming projects, events, announcements, and community outreach.

Background

Library Manager Mignon Morse will present monthly report including statistics for January 2014

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

This item is for discussion only No action will be taken.



Departmental Report

January 2014

Fiscal Year 2013		Fiscal Year 2014	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,046		41,313	
Number of Copies	40,497		40,312	
Number of New Copies	500	1,761	404	1,446
Number of Items Removed	15	178	8	145
Donated Items Added	109	530	9	136

Patrons

Number of Patrons	8,941		10,041	
Number of New Patrons	78	297	73	302
Number of Patrons Removed	3	14	0	4

Circulation

Total Circulation	6,528	25,498	7,691	30,128
Books	4,268	17,169	4,841	20,176
DVDs & Blu-Ray	2,095	7,710	2,378	8,612
E-Books			234	509
Audio CDs	132	516	211	698
Music CDs	5	25	0	20
Business Library	21	64	18	89

Programs and Services

Number of Internet Sessions	800	3,169	601	2,543
Number of Programs	8	31	8	33
Program Attendance	220	1,094	223	1,230
Interlibrary Loans	7	40	9	28
Number of Volunteer Hours	64	375	36	250

Door Count	3,528	13,602	3,136	13,331
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Programs

	Date	Attendance
Pajama Storytime	07-Jan	14
Storytime	09-Jan	40
pirate party	14-Jan	42
Storytime	16-Jan	32
Teacher luncheon	17-Jan	16
writer's club	21-Jan	5
Storytime	22-Jan	32
Storytime	29-Jan	42
Total		223

Library Name	Date	New Patron Count	Checkouts Count	Holds Count	Wishlist Count
Sachse Public Library	Oct '13	9	16	1	0
Sachse Public Library	Nov '13	12	37	4	1
Sachse Public Library	Dec '13	70	220	55	35
Sachse Public Library	Jan '14	76	234	62	13
Sachse Public Library	Feb '14				
Sachse Public Library	Mar '14				
Sachse Public Library	Apr '14				
Sachse Public Library	May '14				
Sachse Public Library	June '14				
Sachse Public Library	July '14				
Sachse Public Library	Aug '14				
Sachse Public Library	Sept '14				
		167	507	122	49