



Sachse, Texas

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

Meeting Agenda Library Board

Monday, January 12, 2015

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, January 12, 2015, 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**

2. **Welcome to new members.**

3. [14-2590](#) Recieve presentation and discuss library board orientation.

Executive Summary

Presentation to orient new board members. The presentation will be a review of the Texas State Library Board manual and Sachse Public Library services.

Attachments: [Library Board Orientation Jan 2015 PDF](#)

4. [14-2588](#) Consider approval of the minutes of the October 13, 2014 meeting minutes.

Executive Summary

Review and consider approval of the minutes of the October 13, 2014 Library Board meeting.

Attachments: [LIBRARY MINUTES 101314 PDF](#)

5. **Receive Friends of the Sachse Public Library Report**

[14-2529](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Executive Summary

Library Manager Mignon Morse will present Library Manager's Report.

Attachments: [November 2014 PDF](#)

[December 2014 PDF](#)

7. **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: January 6, 2015; 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 #:	14-2590	Version:	1	Name:	Board orientation
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	12/15/2014	In control:		In control:	Library Board
On agenda:	1/12/2015	Final action:		Final action:	
Title:	Recieve presentation and discuss library board orientation.				

Executive Summary

Presentation to orient new board members. The presentation will be a review of the Texas State Library Board manual and Sachse Public Library services.

Sponsors:

Indexes:

Code sections:

Attachments: [Library Board Orientation Jan 2015 PDF](#)

Date	Ver.	Action By	Action	Result
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Title

Recieve presentation and discuss library board orientation.

Executive Summary

Presentation to orient new board members.

Background

The library manager met with library board members individually to begin the orientation process. The presentation will review the Texas State Library's and Archive Commission Library Board manual and Sachse Public Library services.

Policy Considerations

n/a

Budgetary Considerations

n/a

Staff Recommendations

none



Public Library Advisory Boards

- ▶ Advocate for support for the library for local, state, regional, and national legislative initiatives
- ▶ Promote library services and programs
- ▶ Review policies written by the library manager
- ▶ Provide support for management initiatives and decisions
- ▶ Recommend policies to the City Council for action
- ▶ Because they are "advisory" only in nature, governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice.

Advisory Board's Responsibility

- ▶ Attendance and participation in board meetings and library events
- ▶ Advisory capacity to the governing body in matters that pertain to the library
- ▶ Serving as liaison and representative from the community on library matters
- ▶ Advocating for the library for support from governing entities
- ▶ Supporting public library vision and values, such as intellectual freedom and the right to access content

Advisory Boards are not responsible for

- ▶ Governing the library
- ▶ Hiring, managing or firing the library staff
- ▶ Making decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues
- ▶ Selecting Materials

Productivity

- ▶ Attendance and participation at regularly scheduled meetings
- ▶ Attendance at library events encouraged.
- ▶ Activity in advocacy and political processes for local, state, regional, and national levels of legislation

Resources

- ▶ Association of Library Trustees, Advocates, Friends and Foundations ALTAFF
 - ▶ <http://www.ala.org/ala/mgrps/divs/altaff/about/index.cfm>
- ▶ Library Friends, Trustees, and Advocates Round Table
 - ▶ <http://www.txla.org/groups/LIFTA>
- ▶ Open Meeting Act Training
 - ▶ https://www.texasattorneygeneral.gov/open/og_training.shtml

2014 Board Recommendations to Council

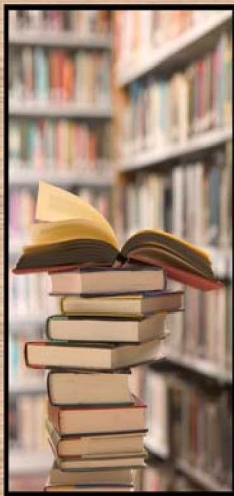
- ▶ Long Range Plan 2015
- ▶ Facility Use Policy amendment
- ▶ Circulation Policy
- ▶ All policies can be found on the city's website.

Things to know

- ▶ Library website www.cityofsachse.com/library
- ▶ Link to City Council Agendas and videos: www.cityofsachse.com
- ▶ Sachse Public Library Facebook page
- ▶ Weekly emails
- ▶ Library Services

LIBRARY SERVICES

- ▶ BOOKS, AUDIO VISUAL MATERIALS, E-BOOKS
- ▶ PUBLIC ACCESS COMPUTERS
- ▶ ONLINE RESOURCES FOR FULL TEXT MAGAZINES
- ▶ PROGRAMS THROUGHOUT THE YEAR FOR BOTH CHILDREN AND ADULTS
- ▶ MEETING ROOM
- ▶ FREE WIRELESS ACCESS
- ▶ INTERLIBRARY LOAN



The Sachse-Wylie Authors Group

A Fantastic Writers Forum

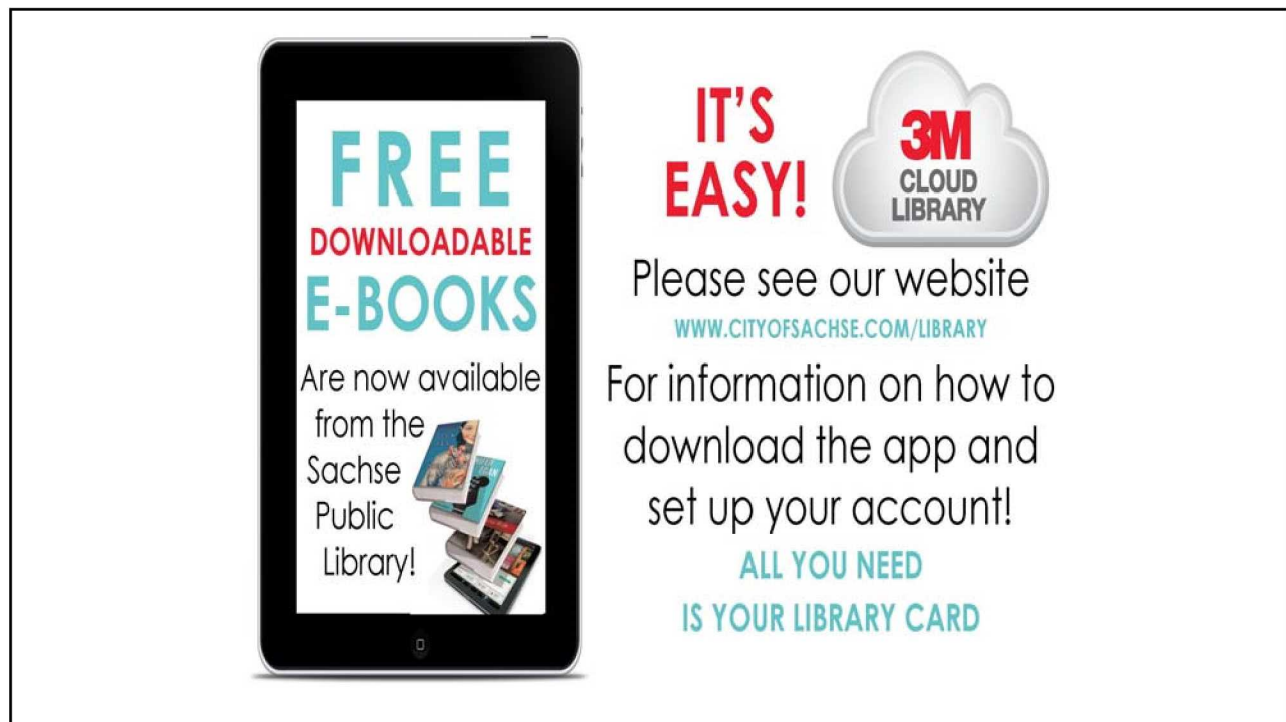
(SWAG)

Join a motivated group of both experienced and new writers meeting on the 3rd Tuesday of each month to share ideas and learn from other writers.

**MEETINGS ARE THIRD
TUESDAYS AT 6:30**

Ruth Glover, local author, career coach





FREE
DOWNLOADABLE
E-BOOKS

Are now available
from the
Sachse
Public
Library!

IT'S EASY!

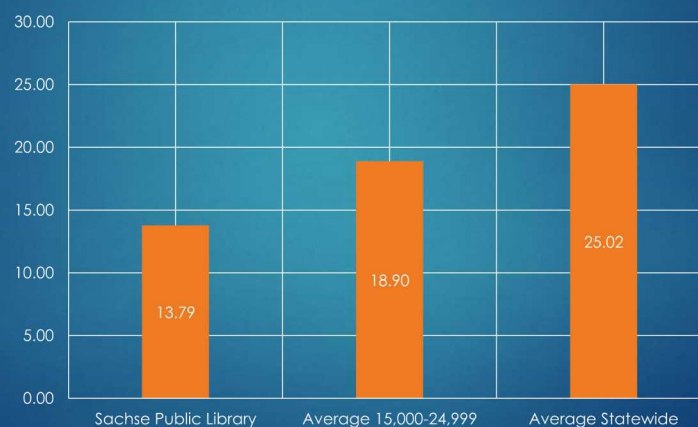
Please see our website
WWW.CITYOFSACHSE.COM/LIBRARY

For information on how to
download the app and
set up your account!

**ALL YOU NEED
IS YOUR LIBRARY CARD**

3M
CLOUD
LIBRARY

Operating Revenue Per Capita FY 2013



COLLECTION USAGE

	FY 2012	FY 2013	FY 2014
Total number of items checked out	85,138	91,440	101,076
Adult Fiction and Nonfiction	13,884	14,012	14,504
Children's Fiction and Nonfiction	43,560	48,219	53,277
DVDs	25,204	26,840	27,996
Audios and other materials	2,490	2,390	3,007
E-books	0	0	2,292

HOW CAN YOU SUPPORT THE LIBRARY?

- ▶ Kroger Community Rewards program
- ▶ Attend events
- ▶ Checkout materials
- ▶ Spread the word and educate the public about the library's services.



Legislation Details (With Text)

File #:	14-2588	Version:	1	Name:	Consider approval of the minutes of the October 13, 2014 meeting.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	12/15/2014	In control:		In control:	Library Board
On agenda:	1/12/2015	Final action:		Final action:	
Title:	Consider approval of the minutes of the October 13, 2014 meeting minutes.				
	Executive Summary				
	Review and consider approval of the minutes of the October 13, 2014 Library Board meeting.				

Sponsors:

Indexes:

Code sections:

Attachments: [LIBRARY MINUTES 101314 PDF](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the October 13, 2014 meeting.

Executive Summary

Review and consider approval of the minutes of the October 13, 2014 Library Board meeting.

Background

Consider approval of the Library Board minutes for the October 13, 2014 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Recommend approval of the minutes of the October 13, 2014 meeting.

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

Regular Meeting Minutes
Monday, October 13, 2014 at 7:00 p.m.

Present Board Members: Dia Rhoden, Mary Saathoff, Dixie Scogin, Robert Rogers and Billy Ketner

Absent Board Members: Terry Bennett

Library Manager: Mignon Morse

1. **Invocation:** Billy Ketner

2. **Call to Order:** Robert Rodgers

3. **Approval of Minutes:**

Billy Ketner motioned to approve the minutes from the September 8, 2014. The motion was seconded by Dia Rhoden. The minutes were unanimously approved.

4. **Friends Report:**

Mignon presented the report in the absence of a friends' member. The Friends hosted an author event on October 7 featuring Reavis Wortham. All four of his titles were added to the collection prior to the event. The next friends fundraiser is on Friday, October 27 at Painting with a Twist in Garland, TX.

5. **Discuss and Consider recommendation for approval of the Long Range Plan to the City Council:**

Library Manager, Mignon Morse presented a Power Point presentation on the long range plan for the Sachse Public Library. The long range plan is required by the Texas State Library and Archives Commission and it provides future goals and action items for the library. Billy Ketner made a motion to submit the long range plan with recommendations from the Library Board to Council for approval. Mary Saathoff seconded. The plan was unanimously approved.

6. **Discuss and consider recommending the Facility Use Policy amendment to the City Council:**

New audiovisual equipment has been installed in the library's meeting room. Library Manager, Mignon Morse, presented a proposal to charge \$15 for the use of cables to access the library's new audio equipment. Dia Rhoden made a motion to submit the amendments to the Facility Use Policy as recommended by the Library Board to City Council for approval. Billy Ketner seconded. The minutes were unanimously approved.

7. **Library Managers Report:**

Library Manager, Mignon Morse, presented highlights of the 2013-2014 Annual Report. The circulation record was broken in June with the highest number of checkouts ever in a single month (11,309). In FY 2014, the library had 101,076 checkouts, an increase of 11%. The annual report highlights library events throughout the year. The board discussed the December meeting and unanimously agreed not to have a meeting.

8. **Adjournment:**

Billy Ketner moved to adjourn at 8:09 PM.

Attest:

Approve:

Secretary

Chairman



Legislation Details (With Text)

File #:	14-2529	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:	12/15/2014	In control:			Library Board
On agenda:	1/12/2015	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 Library Manager's Report.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	November 2014 PDF December 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 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 item is discussion only. No action is necessary.



Departmental Report

November 2014

Fiscal Year 2014		Fiscal Year 2015	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,815		40,508	
Number of Copies	39,658		43,326	
Number of New Copies	277	757	152	685
Number of Items Removed	38	118	43	43
Donated Items Added	48	117	9	110

Patrons

Number of Patrons	9,923		10,994	
Number of New Patrons	74	170	66	142
Number of Patrons Removed	1	3	0	2

Circulation

Total Circulation	7,380	16,192	7,938	17,160
Books	5,154	11,305	5,617	12,080
DVDs & Blu-Ray	1,987	4,399	1,898	4,163
E-Books	39	55	210	433
Audio CDs	174	361	178	392
Music CDs	10	19	0	2
Business Library	16	47	6	23

Programs and Services

Number of Internet Sessions	618	1,393	259	836
Number of Programs	8	17	11	25
Program Attendance	246	619	265	814
Interlibrary Loans	3	9	29	67
Number of Volunteer Hours	95	165	34	97

Door Count	3,263	7,417	3,055	7,037
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Programs

	Date	Attendance
Movie: Maleficent	11/04/2014	17
Pajama Storytime	11/04/2014	8
Movie: Lego Movie	11/05/2014	6
Storytime	11/06/2014	39
Holiday Craft Buffet	11/11/2014	32
Recycling Storytime	11/13/2014	37
Writers' Group	11/18/2014	7
Movie: Mary Poppins	11/19/2014	5
Thanksgiving Storytime	11/20/2014	57
Movie: Wizard of Oz	11/24/2014	28
Movie: Monsters University	11/25/2014	29
Total		265

In-N-Out Burger
Reading Club
10/4-11/15

243
Children
Participated



Departmental Report

December 2014

Fiscal Year 2014		Fiscal Year 2015	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	41,002		43,605	
Number of Copies	39,883		40,457	
Number of New Copies	285	1,042	385	1,070
Number of Items Removed	19	137	77	120
Donated Items Added	10	127	128	238

Patrons

Number of Patrons	9,960		10,920	
Number of New Patrons	59	229	85	227
Number of Patrons Removed	1	4	0	2

Circulation

Total Circulation	6,245	22,437	8,861	26,021
Books	4,030	15,335	5,848	17,928
DVDs & Blu-Ray	1,835	6,234	2,520	6,683
E-Books	220	275	223	656
Audio CDs	126	487	209	601
Music CDs	1	20	4	6
Business Library	24	71	9	32

Programs and Services

Number of Internet Sessions	549	1,942	497	1,333
Number of Programs	8	25	11	36
Program Attendance	388	1,007	409	1,223
Interlibrary Loans	10	19	48	115
Number of Volunteer Hours	49	214	49	146

Door Count	2,778	10,195	3,713	10,750
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Programs

	Date	Attendance
Pajama Storytime	12/02/2014	0
Ghost Hunting	12/02/2014	5
Holiday Movies: Santa Clause	12/03/2014	12
Storytime with Santa	12/04/2014	200
Storytime	12/04/2014	41
Saturday movies	12/06/2014	3
Garland Symphony Soloist	12/09/2014	28
Holiday Movies: Christmas Carol	12/10/2014	7
Storytime	12/11/2014	37
Authors' Group	12/17/2014	7
Storytime	12/18/2014	69
Total		409

storytimes	4	147
family	2	228
teen		
adult	2	12
movies	2	15
childrens		
	10	402