



# City of Sachse, Texas

## Meeting Agenda

### Library Board

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Monday, November 14, 2016

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, November 14, 2016, 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. 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. [16-3537](#) Consider approval of the September 12, 2016 Library Board meeting minutes.

**Attachments:** [Library Board Minutes 091216](#)

3. [16-3536](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

**Attachments:** [September 2016](#)

[SPL Annual Report FY 2016](#)

[2016 stats blue](#)

[October2016](#)

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

5. Request for future agenda items.

6. Adjournment.

Posted: November 2, 2016; 5:00 p.m.

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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 #:** 16-3537      **Version:** 1      **Name:** Library Board Minutes - September 12, 2016  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 10/31/2016      **In control:** Library Board  
**On agenda:** 11/14/2016      **Final action:**  
**Title:** Consider approval of the September 12, 2016 Library Board meeting minutes.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Library Board Minutes 091216](#)

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

Title  
September 12, 2016 meeting minutes.

Background  
Minutes for the September 12, 2016 meeting.

Policy Considerations  
N/A

Budgetary Considerations  
N/A

Staff Recommendations  
Approve the minutes of the September 12, 2016 meeting.

**Library Board  
Library Meeting Room  
3815 Sachse Road, Building C  
Regular Meeting Minutes  
Monday, September 12, 2016 at 7:00 p.m.**

Attendees: Billy Ketner, Dixie Scogin, Ruth Glover, Judith Lynch, Sean French, Mignon Morse, Library Manager, and Councilman Charlie Ross

Absent: Dia Rhoden, Sean Hunt

Meeting called to order at 7:00 p.m. by Billy Ketner, Chairperson

- 1. Invocation and Pledge of Allegiance to the US Flag and Texas Flag.**
- 2. 16-03448 Consider approval of the minutes of the August 8, 2016 meeting**

Sean French made a motion to accept the minutes with changes. Judith Lynch seconded the motion and the minutes were unanimously approved.

- 3. 16-3448 Discuss the Library Managers Report**

Monthly statistics were presented. Circulation increased in a busy August month of programs by 20%. The fiscal year ends 9/30/16 and we are assured the proposed budget will be approved. New library card requests are at an all-time high with as many new cards through August as they had all last year. September and October will have many fun and fascinating programs for youth. A volunteer with a Snoopy costume and Mignon's dog added to recent programs. The Perot truck to celebrate Science Month at the Library will be coming in the near future. Hopefully crowd control will not be a problem.

- 4. Receive and discuss Library Board announcements regarding special events, current activities and local achievements.**

No announcements were made.

- 5. Adjournment**

Meeting adjourned at 7:12 p.m.

Attest:

Approve:

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Secretary

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Chairman



# City of Sachse, Texas

## Legislation Details (With Text)

|                       |                                                                                                                                               |                      |   |              |                                                                                                                          |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|--------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>File #:</b>        | 16-3536                                                                                                                                       | <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>  | 10/31/2016                                                                                                                                    | <b>In control:</b>   |   |              | Library Board                                                                                                            |
| <b>On agenda:</b>     | 11/14/2016                                                                                                                                    | <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="#">September 2016</a><br><a href="#">SPL Annual Report FY 2016</a><br><a href="#">2016 stats_blue</a><br><a href="#">October2016</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    |              | September (current year) |              |
|------------------------|--------------|--------------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current)    |              |
| This Month             | Year to Date | This Month               | Year to Date |

### Collection

|                         |        |       |        |        |
|-------------------------|--------|-------|--------|--------|
| Number of Titles        | 38,348 |       | 41,470 |        |
| Number of Items         | 39,849 |       | 42,732 |        |
| Number of New Items     | 814    | 6,399 | 370    | 6,007  |
| Number of Items Removed | 780    | 7,450 | 814    | 8,418  |
| Donated Items Added     | 0      | 1,665 | 9      | 938    |
| Number of E-Books       | 1,274  |       | 2,314  | 18,277 |
| Number of New E-Books   | 0      | 519   | 0      | 1,154  |

### Patrons

|                           |        |       |        |         |
|---------------------------|--------|-------|--------|---------|
| Number of Patrons         | 11,975 |       | 10,087 | 112,895 |
| Number of New Patrons     | 118    | 1,139 | 111    | 1,325   |
| Number of Patrons Removed | 0      | 16    | 1      | 3,210   |

### Circulation

|                      |        |         |        |         |
|----------------------|--------|---------|--------|---------|
| Total Circulation    | 10,539 | 116,031 | 12,020 | 132,251 |
| Adult Fiction        | 755    | 8,818   | 934    | 10,250  |
| Adult Non- Fiction   | 511    | 5,797   | 1,109  | 9,239   |
| Juvenile Fiction     | 4,945  | 55,173  | 5,947  | 62,885  |
| YA materials         | 232    | 2,351   | 240    | 3,693   |
| Interlibrary Loans   | 64     | 489     | 74     | 649     |
| Juvenile Non-Fiction | 980    | 8,939   | 834    | 8,824   |
| DVDs & Blu-Ray       | 2,576  | 28,925  | 2,360  | 30,174  |
| E-Books              | 278    | 3,018   | 379    | 4,446   |
| Audio CDs            | 198    | 2,510   | 143    | 2,092   |

### Programs and Services

|                             |     |       |     |       |
|-----------------------------|-----|-------|-----|-------|
| Number of Internet Sessions | 449 | 6,105 | 706 | 6,028 |
| Number of Programs          | 8   | 124   | 14  | 143   |
| Program Attendance          | 349 | 7,100 | 485 | 9,136 |
| Number of Volunteer Hours   | 106 | 1,060 | 27  | 1,392 |

### Door Count

|  |       |        |       |        |
|--|-------|--------|-------|--------|
|  | 4,100 | 50,477 | 5,553 | 65,838 |
|--|-------|--------|-------|--------|

### Programs

|                                 | Date              | Attendance |
|---------------------------------|-------------------|------------|
| Story time                      | 01-Sep            | 59         |
| Plant program                   | 06-Sep            | 15         |
| Library Card Month Kickoff      | 06-Sep            | 81         |
| Story time                      | 08-Sep            | 52         |
| Peanuts movie                   | 13-Sep            | 6          |
| story time                      | 15-Sep            | 49         |
| crochet classes (2)             |                   | 22         |
| writer's group                  | 20-Sep            | 7          |
| Story time                      | 22-Sep            | 67         |
| paws to read programs (2)       | 13 sept & 27 sept | 20         |
| Lego makeup class               | 27-Sep            | 17         |
| story time                      | 29-Sep            | 60         |
| GISD outreach @ Caldwell Center | 22-Sep            | 30         |
| Total                           |                   | 485        |



Sachse Public Library

2015-2016

Annual Report



# IMPORTANT STATISTICS FOR FY 2015

*October 2015 to September 2016*

**Population of Sachse**

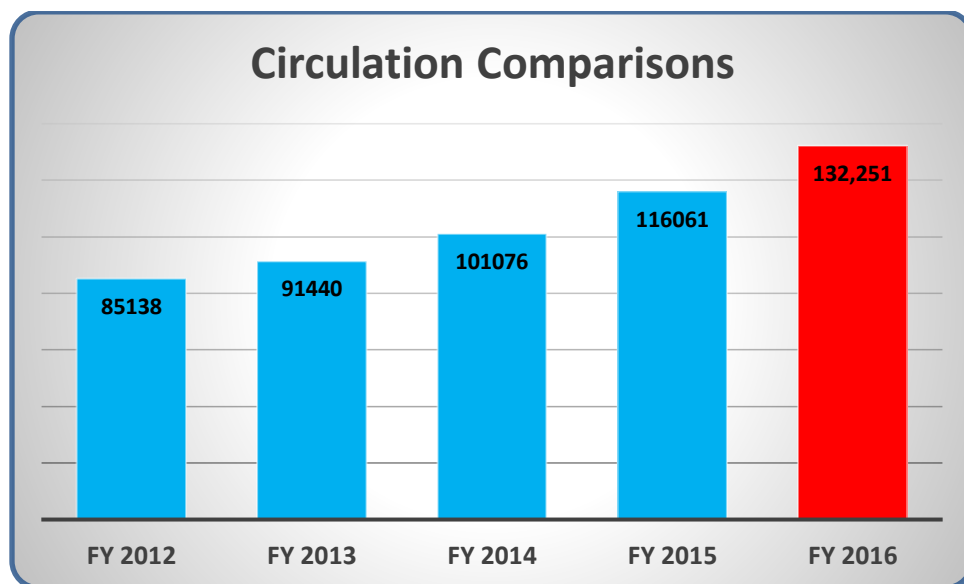
**25,000**

**People entering the Library Building**

**65,838**

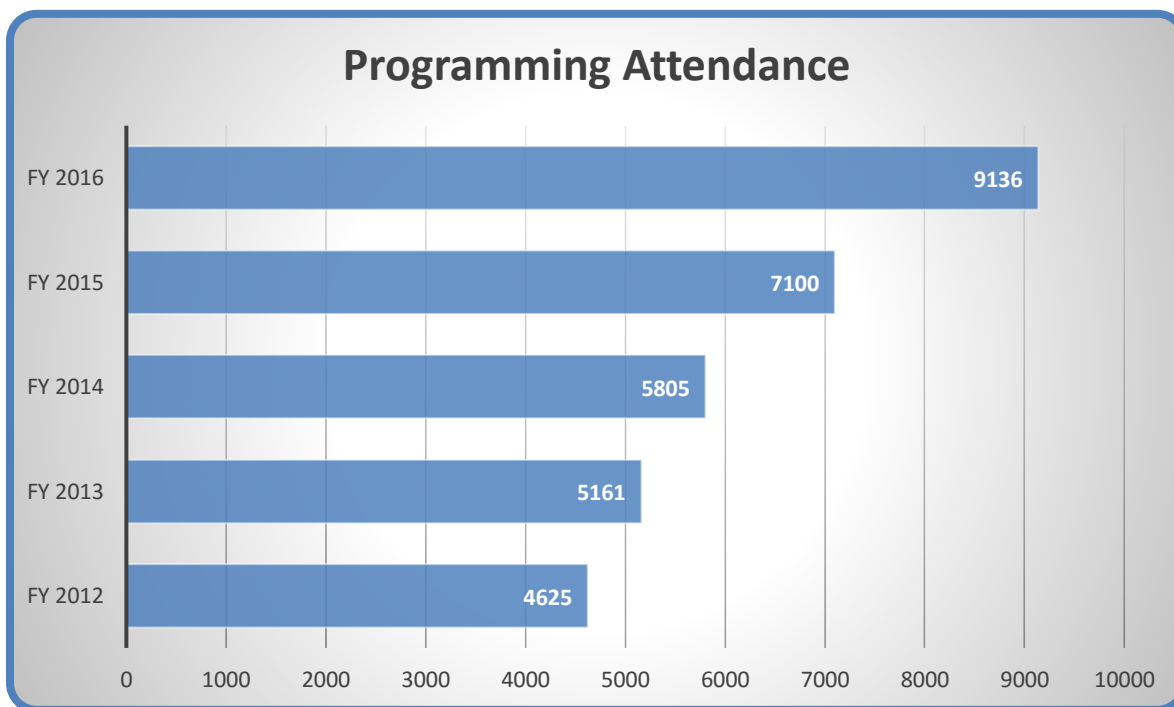
**Number of People Attending Programs**

**9,136**



|                                                  | <i><b>FY<br/>2012</b></i> | <i><b>FY<br/>2013</b></i> | <i><b>FY<br/>2014</b></i> | <i><b>FY<br/>2015</b></i> | <i><b>FY<br/>2016</b></i> |
|--------------------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Total number<br/>of items<br/>checked out</b> | <b>85,138</b>             | <b>91,440</b>             | <b>101,076</b>            | <b>116,061</b>            | <b>132,251</b>            |
| <b>Adult Fiction<br/>and Nonfiction</b>          | <b>13,884</b>             | <b>14,012</b>             | <b>14,504</b>             | <b>13,675</b>             | <b>19,489</b>             |
| <b>Children's<br/>Fiction and<br/>Nonfiction</b> | <b>43,560</b>             | <b>48,219</b>             | <b>53,277</b>             | <b>67,306</b>             | <b>71,709</b>             |
| <b>DVDs</b>                                      | <b>25,204</b>             | <b>26,840</b>             | <b>27,996</b>             | <b>28,925</b>             | <b>30,174</b>             |
| <b>Audios and<br/>other materials</b>            | <b>2,490</b>              | <b>2,390</b>              | <b>3,007</b>              | <b>3,058</b>              | <b>2,092*</b>             |
| <b>Interlibrary<br/>Loans</b>                    | <b>207</b>                | <b>173</b>                | <b>306</b>                | <b>489</b>                | <b>649</b>                |
| <b>E-book/E-audio</b>                            | <b>n/a</b>                | <b>n/a</b>                | <b>2,292</b>              | <b>3,046</b>              | <b>4,446</b>              |

\*FY 2016 funds were focused on the e-book/e-audio book collection rather than the audio books.



## THE YEAR IN REVIEW

The Sachse Public Library is a valuable community resource and continues to provide high quality service for the community. The City Council approved funds to bring the library up to date in the area of technology in FY 2015 with an RFID system which consists of two self-check systems and security gates that will provide accurate counts. Every library item available for checkout had to be tagged for the new system, and all new incoming items have to be tagged as well. A team was hired in October 2015 to tag materials. The process was complete in late October. Self-checks became available for the public by late October, and patrons responded positively to the additional options for checkouts.

The Library received a grant from the Hancher Foundation to replace the laptops and self-reserve station for the computer lab and to build an e-Audio book collection in FY 2015. Funds were spent in FY 2016. Library users are enjoying the new computers on a daily basis. The e-audio book collection now has approximately 500 items in it, and it is becoming a popular collection. Bibliotheca and 3M merged their companies in 2016 and they are providing great service.

The Library closed in December 2015 for its first all day Staff Development Day. Staff from the Texas State Library and Archives Commission did a special training for the library staff on basic reference services and presented databases that are available through Texshare. Staff thoroughly enjoyed the day and put the knowledge to good use by sharing databases with library users.

There has been an increase in circulation every month in FY 2016. In June 2016, we broke our circulation record with 14,894 checkouts, the highest number of checkouts ever in a single month. Another record breaker was the number of checkouts the Library had in FY 2016 (132,251), an increase of 13%. The area of heaviest usage continues to be children's books with almost 72,000 checkouts.

We also provide our patrons with access to books from libraries all over the country through interlibrary loans. This service allows us to offer our patrons options beyond

our own collection. This FY we increased our interlibrary loan usage by 33%. The usage has soared in the last five years with a 56% increase in checkouts.

The monthly calendar is available on the City's website and in the Library. It provides citizens with information on library programs and announcements. In addition, the Library Manager publishes a column in the *Sachse News*, and library events are frequently featured on the front page. The library staff maintains a Facebook page which can be found under Sachse Public Library. Other information resources include the City's biannual Parks and Recreation bulletin and program announcements on the Chamber of Commerce website.





## Story Time



Story time for preschoolers is offered throughout the school year. There are two simultaneous story times. One is for toddlers and the other is for preschoolers. The weekly average attendance is 65 to 70 people.



Fall Programs

The Library's traditional Halloween costume contest and trick or treat entertained 235 children. With a packed house, the Library staff awarded prizes to costume contest winners. Children played a variety of games while trick or treating their way through the library.



The Library hosted a Thanksgiving feast just before the holiday with 64 in attendance. It was followed by the traditional Santa visit on December 3 with over 300 in attendance. Each child had an opportunity to visit with Santa, express their wishes and receive a free coloring book. Library staff also collected items for the animal shelter during December.



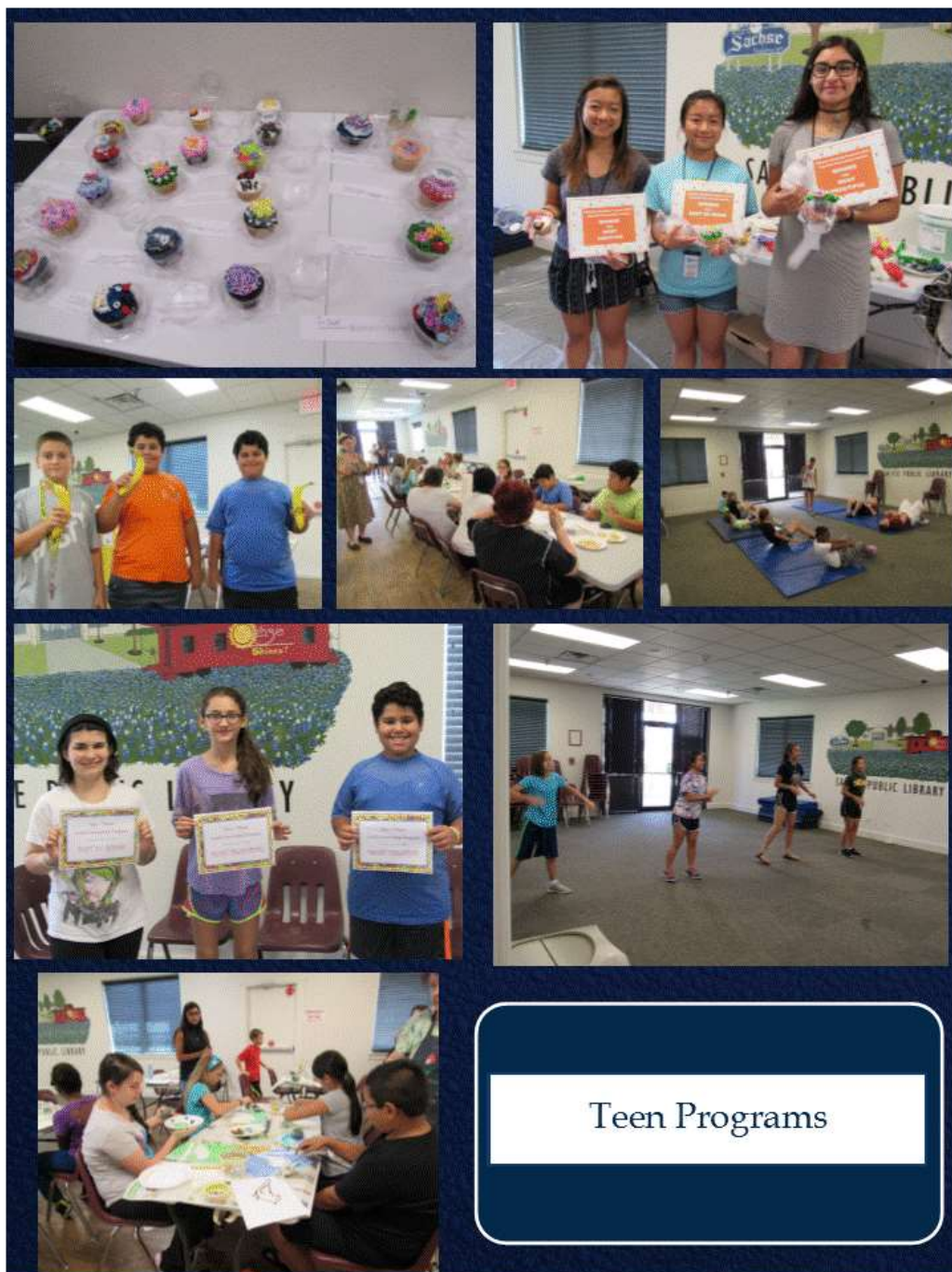


The Sachse Public Library hosted its second Sachse Author Con on May 21st from 1:00 p.m. to 4:00 pm. This celebration of 25 local DFW authors featured titles ranging from children's picture books to young adult, as well as a variety of adult genres, including inspirational nonfiction, thriller and suspense novels. There were over 140 people in attendance.



## Children's Programs

The New Year kicked off with Star Wars and Frozen themed events. Those popular events were followed by a Willy Wonka event in February. March brought a celebration of Dr. Seuss's birthday and his ever-popular books for children.



## Teen Programs

Library staff have been working together the last few years to enhance teen/tween programs and draw more of this age group into the library. This summer's programs really attracted this age group with a cooking workshop, crafts, banana tattooing, painting with Janet Rogers and cupcake decorating which was the most popular program.



Summer Reading  
Program

Summer Reading Club 2016 was a success with 800 people attending the kickoff and over 1100 registrations for children, teens, and adults. A big hit for the children's programs was David Chicken and the Bike Rodeo. The tweens and teens thoroughly enjoyed cookie decorating and cupcake decorating. The grand finale week included free burgers from IN-N-Out Burger, cupcake decorating, and a petting zoo with over 500 people in attendance. Overall there were over 3,600 attendees for the Summer Reading Club 2016 events.



## August Programs

The Library continued children's programs into August with our Harry Potter program and Harmonic Motions, a children's ballet group, offered citizen's two performances of the play *Fancy Nancy & The Mermaid Ballet*. The library offered Colorpalooza, a coloring festival, and a local hero story time.

## **COMMUNITY CONNECTIONS**

### **Ongoing publicity**

- Facebook page
- Website
- City marquee
- Flyers on the main library doors
- Monthly newsletter
- Bi-weekly column in Sachse News
- Email blast of weekly events to individuals, businesses, and community groups
- Bi-annual inclusion of library events in the Parks and Recreation Brochure

### **Awards and Grants**

- Texas Municipal League Award.
- Donation of \$2,500 from Allied Waste for books
- Texas State Library and Archives Commission Impact Grant (\$9,858) that will allow staff to purchase AWE literacy computers and furniture in FY 2017.

# **ACKNOWLEDGEMENTS**

**Thanks to all the people who make the library what it is today!**

## **Library Board**

- Billy Ketner - Chairman
- Sean Hunt- Secretary
- Dia Rhoden
- Sean French
- Judith Lynch
- Dixie Scogin
- Councilman Charlie Ross—Library Board Liaison

## **Friends of the Library**

- Mike VanBuskirk, President
- Betty Landon, Treasurer

## **Library Staff**

- Mignon Morse, Library Manager
- Tammy VanBuskirk, Technical Services Librarian
- Toni Kelly
- David Davila
- Katie Saturnino
- Vanessa Haddock

# 2016 By the Numbers: Sachse Public Library

132,251  
checkouts

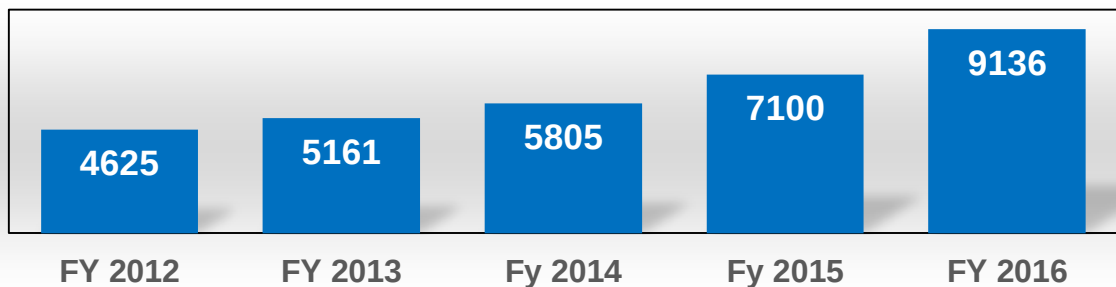
5.29 checkouts per capita



56% increase  
in 5 years

**1,325 new library cards issued**

Total program attendance steadily increased in five years with a 58% increase from FY 2014 to FY 2016.

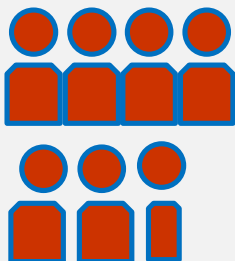


**649**

Interlibrary  
Loans in 2016  
111 in 2012

**3,666 Summer  
Reading  
Club Attendees in  
2016 and  
1353 in 2011**

**Staffing 5.5 FTE's**



4,446  
E-book  
checkouts  
2016



**6028**

Internet Use  
sessions in 2016



**Over 65,000 library  
visitors in FY 2016**



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

#### Circulation

|                         |        |     |        |       |
|-------------------------|--------|-----|--------|-------|
| Number of Titles        | 39,881 |     | 40,806 |       |
| Number of Items         | 41,377 |     | 42,016 |       |
| Number of New Items     | *2171  | 0   | 389    | 389   |
| Number of Items Removed | 645    | 645 | 1,285  | 1,285 |
| Donated Items Added     | 61     | 61  | 28     | 28    |
| Number of E-Books       |        |     | 2,399  |       |
| Number of New E-Books   | 211    | 211 | 72     | 72    |

#### Patrons

|                           |        |    |        |    |
|---------------------------|--------|----|--------|----|
| Number of Patrons         | 12,069 |    | 10,170 |    |
| Number of New Patrons     | 97     | 97 | 91     | 91 |
| Number of Patrons Removed | 3      | 3  | 5      | 5  |

#### Circulation

|                      |        |        |        |        |
|----------------------|--------|--------|--------|--------|
| Total Circulation    | 11,082 | 11,082 | 11,711 | 11,711 |
| Adult Fiction        | 775    | 775    | 804    | 804    |
| Adult Non- Fiction   | 519    | 519    | 676    | 676    |
| Juvenile Fiction     | 5,361  | 5,361  | 6,213  | 6,213  |
| YA materials         | 249    | 249    | 185    | 185    |
| Interlibrary Loans   | 65     | 65     | 66     | 66     |
| Juvenile Non-Fiction | 855    | 855    | 764    | 764    |
| DVDs & Blu-Ray       | 2,779  | 2,779  | 2,441  | 2,441  |
| E-Books              | 278    | 278    | 411    | 411    |
| Audio CDs            | 201    | 201    | 151    | 151    |

#### Programs and Services

|                             |     |     |       |       |
|-----------------------------|-----|-----|-------|-------|
| Number of Internet Sessions | 489 | 489 | 661   | 661   |
| Early Lit Computer          |     |     | 1,289 | 1,289 |
| School Age Computer         |     |     | 638   | 638   |
| Number of Programs          | 13  | 13  | 12    | 12    |
| Program Attendance          | 636 | 636 | 983   | 983   |
| Number of Volunteer Hours   | 104 | 104 | 188   | 188   |

|                   |       |       |       |       |
|-------------------|-------|-------|-------|-------|
| <b>Door Count</b> | 7,628 | 7,628 | 6,108 | 6,108 |
|-------------------|-------|-------|-------|-------|

#### Programs

|                              | Date   | Attendance |
|------------------------------|--------|------------|
| Science & Space Month-NASA p | 04-Oct | 33         |
| Story time                   | 06-Oct | 78         |
| Perot Tech Truck             | 11-Oct | 250        |
| Princess the Reading Dog     | 11-Oct | 12         |
| Story time                   | 13-Oct | 75         |
| Crochet                      | 17-Oct | 18         |
| Star Trek Party              | 17-Oct | 65         |
| Writer's Group               | 18-Oct | 5          |
| Story time                   | 20-Oct | 78         |
| Science Experiments          | 26-Oct | 49         |
| Halloween Party              | 27-Oct | 252        |
| Story time                   | 28-Oct | 68         |
|                              |        |            |
|                              |        |            |
| Total                        |        | 983        |