

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

**Regular Meeting Minutes
Monday, November 12, 2012**

Present Board Members: Robert Rodgers, Judith Lensch, Patrece King, Dia Rhoden

Newly appointed Board Members: Mary Saathoff, Bill Alexander

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb, Mary Saathoff

1. Invocation

Dia Rhoden gave the invocation. No pledges as no flags were displayed.

2. Call to Order:

Robert Rodgers called the meeting to order at 7:03 p.m.

3. Approval of Minutes:

The minutes of October 8, 2012 were reviewed by members present. Dia Rhoden moved to accept minutes as written, Patrece King seconded.

Minutes unanimously approved.

4. Introduction of new Board member:

Mary Saathoff and Bill Alexander were welcomed as new Library Board members.

5. Friends of the Sachse Library Report

Mary Saathoff, newly elected President of Friends announced the new Friends executive board: Brenda Davis, Vice President, Diana Smith, Secretary, Michelle Klash, Treasurer. Mary stated the Friends will be more visible in the future with fundraising plus \$206.00 was collected from the Fallfest Raffle.

Dia stated that Mooya Burgers and the Yogurt Cup in Wylie will sponsor Spirit Night Fundraisers.

6. **Library Managers Report**

Ms. Morse explained that the Budget for this coming year is flat. She gave each director a Library Board Handbook covering the rules and regulations and suggested we look it over and reacquaint ourselves with the information. New members must take the Boards & Commissions training course.

The Library has 80 new patrons, a significant rise over prior years, with a large increase in the children's programs. The Halloween party hosted 205 attendees. Mary Saathoff played Dr. Suess.

Our Library will be getting a Defibelator.

Announcements:

December 6th the City Christmas Tree Lighting in City Hall Rotunda at 6:30 PM followed by story time with Santa at the Library.

December 3rd Christmas Parade , Parks & Recreation will have three bounce houses, one located near or at Library.

December 13th retirement party for Betty at 11 AM.

December 10th Dinner for Library Board members and husbands and wives at Café Roma.

Meeting adjournment - motion by Patrece King, seconded by Dia Rhoden, passed unanimously. Meeting adjourned at 7:35PM.

Submitted by: *Dia Rhoden*
Acting Secretary

Robert Rodgers
Robert Rodgers
President



Sachse, Texas

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

Meeting Agenda

Library Board

Monday, November 12, 2012

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 12, 2012, 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. **Invocation**
2. **Call to Order**
3. **Introduction of newly-appointed Library Board members.**
4. **12-1204** Consider approval of October 8, 2012 Library Board Meeting Minutes.

Executive Summary
Review and approve the Library Board meeting minutes for October 8, 2012.
Attachments: library minutes 100812.pdf
5. **Friends of the Sachse Public Library Monthly Report.**
6. **12-1202** Receive the report on the Library budget for the period ending September, 2012 (unaudited).

Executive Summary
This item is to report to the Board the status of the Library Budget at year end. This report is unaudited.
Attachments: Library Budget to Actual 9-30-2012 as of 11-2-12.pdf
7. **Discuss Library Board December social event.**
8. **12-1209** Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary
Library Manager's Report.
Attachments: lib stats october 2012.pdf
9. **Library Board announcements regarding special events, current activities, and local achievements.**

10. 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: November 9, 2012; 5:00 p.m.

Mignon Morse, Library Manager

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)

File #: 12-1204 **Version:** 1 **Name:** Consider approval of October 8, 2012 Library Board Meeting Minutes.
Type: Agenda Item **Status:** Agenda Ready
File created: 11/6/2012 **In control:** Library Board
On agenda: 11/12/2012 **Final action:**
Title: Consider approval of October 8, 2012 Library Board Meeting Minutes.

Executive Summary
Review and approve the Library Board meeting minutes for October 8, 2012.
Sponsors:
Indexes:
Code sections:
Attachments: [library minutes 100812.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of October 8, 2012 Library Board Meeting Minutes.

Executive Summary

Review and approve the Library Board meeting minutes for October 8, 2012.

Background

Review and approve the Library Board meeting minutes for October 8, 2012.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the October 8, 2012 Library Board Meeting Minutes.

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

**Regular Meeting Minutes
Monday, October 8, 2012**

Present

Board Members: Robert Rodgers, Amos Pettis, Patrece King, Dia Rhoden, Dixie Scoggin, and Judith Lensch

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Invocation

Amos Pettis gave the invocation.

2. Call to Order

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

3. Approval of Minutes

12-1003 Consider approval of minutes of the July 9, 2012 Library Board meeting

The minutes from the July 9, 2012 regular meeting were reviewed. Judith Lensch made a motion to approve the minutes as corrected (a minor grammatical correction), and Dia Rhoden seconded. The July minutes were unanimously approved as corrected.

4. Friends of the Library Monthly Report

Kathy Cobb provided an update of the Friends' activities. The Friends have had a lot of great events, and the Fancy Nancy Tea party is tomorrow. The book sale raised over \$1,150, and the Friends have signed up quite a few new members. The Friends have nice, new flyers to pass out. The Friends will be at the Sachse Fall Fest next Saturday. There was discussion of the Library getting a defibrillator in the near future. Ms. Cobb also complimented the politeness and good manners of many Sachse teenagers at recent events, including a discussion of cultural and behavioral expectations for teens.

5. 12-1155 Library Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Ms. Morse presented the monthly report along with a 2011 - 2012 annual report. There was discussion of 225 new Library card registrations; departures from the Board of members Amos Pettis and Diane Model; possibly doing a social dinner for the Library Board and family

members in December; and an overview of the statistics and programs from the past year. Ms. Morse was pleased with the Library usage and program attendance and was optimistic about the coming years. She also thanked Ellen Ritchie for her assistance in preparing the annual report.

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

Dia Rhoden noted the upcoming birthday of Mignon Morse, and the Board members wished Ms. Morse well as she enters her golden years.

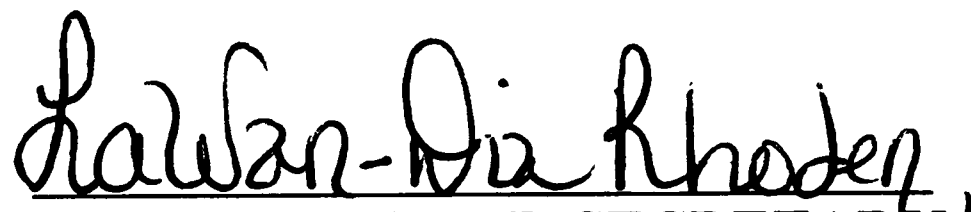
Robert Rodgers thanked Amos Pettis for his service and leadership on the Board for the past six years, and Amos Pettis expressed gratitude to the Board for the opportunity to be involved.

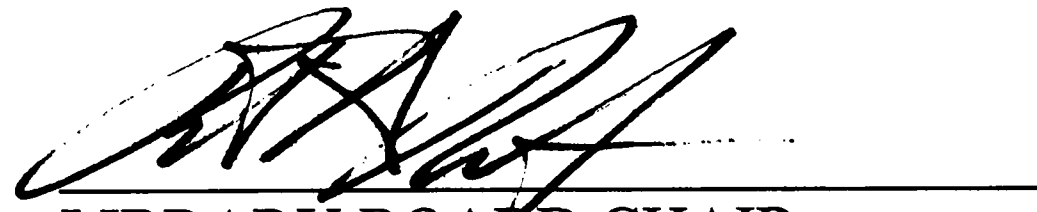
7. Adjournment

Amos Pettis made a motion to adjourn, seconded by Patrece King. The motion carried and the meeting was adjourned at 7:44 p.m.

ATTEST:

APPROVED:


LIBRARY BOARD SECRETARY


LIBRARY BOARD CHAIR



Sachse, Texas

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

Legislation Details (With Text)

File #: 12-1202 **Version:** 1 **Name:** Budget Report
Type: Agenda Item **Status:** Agenda Ready
File created: 11/5/2012 **In control:** Library Board
On agenda: 11/12/2012 **Final action:**
Title: Receive the report on the Library budget for the period ending September, 2012 (unaudited).

Executive Summary

This item is to report to the Board the status of the Library Budget at year end. This report is unaudited.

Sponsors:

Indexes:

Code sections:

Attachments: Library Budget to Actual 9-30-2012 as of 11-2-12.pdf

Date	Ver.	Action By	Action	Result
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Title

Receive the report on the Library budget for the period ending September, 2012 (unaudited).

Executive Summary

This item is to report to the Board the status of the Library Budget at year end. This report is unaudited.

Background

This budget summary is being presented in order for the Board members to stay informed regarding the budget to actual condition of expenses for the Library Department. Closing and audit adjustments will result in differences in budgetary results. As of the date of this report expenditures were below budget at 94%.

Policy Considerations

None.

Budgetary Considerations

To date, there are no significant aberrations in the budget that would require budget amendments.

Staff Recommendations

Staff recommends that the Board receive the report on the Library budget for the period ending September, 2012 (unaudited).



City of Sachse

Budget to Actual Account Summary

For Fiscal: 2011 - 2012 Period Ending: 09/30/2012

Fund: 01 - GENERAL FUND		Prior Year Budget	Prior Year Actual	2011 - 2012 Budget	MTD Activity	YTD Activity	Encumbrances	Percentage	Remaining Balance
Expense									
017 - Library Services									
01-017-50000	Wages and Salaries	176,458.00	167,803.19	161,459.00	16,238.77	155,455.63	0.00	96.28 %	6,003.37
01-017-50010	Overtime	250.00	0.00	250.00	0.00	0.00	0.00	0.00 %	250.00
01-017-50030	Longevity Pay	1,312.00	1,288.00	1,528.00	0.00	1,196.00	0.00	78.27 %	332.00
01-017-50050	Social Security and Med Fica Contributions	13,707.00	12,609.12	13,816.00	1,236.87	11,873.16	0.00	85.94 %	1,942.84
01-017-50060	TMRS Contributions	19,303.00	17,990.05	18,592.00	1,619.72	15,431.34	0.00	83.00 %	3,160.66
01-017-50070	Vacation/Sick Leave Buy Back	1,154.00	774.70	2,360.00	0.00	414.46	0.00	17.56 %	1,945.54
01-017-50100	Workers Compensation	586.00	594.93	696.00	0.00	678.91	0.00	97.54 %	17.09
01-017-50110	Unemployment Tax	1,125.00	367.63	900.00	3.48	1,338.89	0.00	148.77 %	-438.89
01-017-51000	Utilities - Electric	11,200.00	11,401.91	10,000.00	0.00	7,803.88	0.00	78.04 %	2,196.12
01-017-51010	Utilities - Gas	3,000.00	2,220.57	2,300.00	36.12	1,815.12	0.00	78.92 %	484.88
01-017-51020	Utilities - Water	700.00	873.58	700.00	88.65	969.77	0.00	138.54 %	-269.77
01-017-51030	Utilities - Communications	7,045.53	11,125.44	9,408.00	797.46	9,562.97	0.00	101.65 %	-154.97
01-017-51050	Office Supplies	2,400.00	2,121.97	2,000.00	0.00	1,995.81	0.00	99.79 %	4.19
01-017-51070	Postage	100.00	461.59	300.00	0.00	228.97	0.00	76.32 %	71.03
01-017-51250	Library Supplies	3,600.00	3,208.08	3,600.00	0.00	3,595.94	0.00	99.89 %	4.06
01-017-51260	Library Books	40,400.00	41,875.67	39,000.00	-347.35	39,119.24	159.74	100.31 %	-119.24
01-017-51400	Special Programming Supplies	3,000.00	1,284.21	2,800.00	32.54	2,783.34	0.00	99.41 %	16.66
01-017-51800	Dues and Subscriptions	2,230.00	1,358.09	1,210.00	0.00	1,006.49	-813.50	83.18 %	203.51
01-017-51810	Employee Training	2,500.00	2,735.65	1,000.00	0.00	1,042.93	0.00	104.29 %	-42.93
01-017-53060	Printer Services	1,790.00	1,103.20	290.00	0.00	0.00	0.00	0.00 %	290.00
01-017-53600	Copier Rental & Maint	1,488.00	1,481.28	2,288.00	3.92	1,671.11	0.00	73.04 %	616.89
01-017-53620	Maintenance and Support Contracts	6,951.00	5,776.00	6,551.00	0.00	6,991.00	0.00	106.72 %	-440.00
017 - Library Services Total:		300,299.53	288,454.86	281,048.00	19,710.18	264,974.96	-653.76	94.28 %	16,073.04
Expense Total:		300,299.53	288,454.86	281,048.00	19,710.18	264,974.96	-653.76	94.28 %	16,073.04
Fund 01 Revenue Over/(Under) Expenses		-300,299.53	-288,454.86	-281,048.00	-19,710.18	-264,974.96	653.76	94.28 %	-16,073.04
Total Revenue Over/(Under) Expenses:		-300,299.53	-288,454.86	-281,048.00	-19,710.18	-264,974.96	653.76	94.28 %	-16,073.04



Sachse, Texas

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Legislation Details (With Text)

File #: 12-1209 **Version:** 1 **Name:** Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Type: Agenda Item **Status:** Agenda Ready

File created: 11/7/2012 **In control:** Library Board

On agenda: 11/12/2012 **Final action:**

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

Executive Summary
Library Manager's Report.

Sponsors:

Indexes:

Code sections:

Attachments: [lib stats october 2012.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

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

Executive Summary

Library Manager's Report.

Background

Library Manager offers monthly report on Library program statistics, upcoming projects for the board, upcoming events, community outreach, and announcements.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

There is no action on this item.



Departmental Report

October 2012

Current Month/2011	Year to Date/2011	Current Month/2012	Year to Date/2012
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Collection

Number of Titles	37,881	n/a	39,097	n/a
Number of Copies	38,252	n/a	39,331	n/a
Number of New Copies	435	435	451	451
Number of Items Removed	287	287	91	91
Donated Items Added	n/a	n/a	94	94

Patrons

Number of Patrons	15,349	n/a	8,775	n/a
Number of New Patrons	80	80	120	120
Number of Patrons Removed	6	6	4	4

Circulation

Total Circulation	7,294	7,294	7,566	7,566
Books	5,007	5,007	5,334	5,334
DVDs & Blu-Ray	2,066	2,066	2,049	2,049
E-Book Readers	2	2	0	0
Audio CDs	163	163	150	150
Digital Audio (Playaway)	6	6	2	2
Music CDs	16	16	7	7
Business Library	20	20	24	24

Programs and Services

Number of Internet Sessions	773	773	883	883
Number of Programs	7	7	9	9
Program Attendance	172	172	380	380
Interlibrary Loans	62	62	23	23
Number of Volunteer Hours	7	7	50	50

Door Count	n/a	n/a	4,703	4,703
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Programs

	Date	Attendance
Storytime	04-Oct	23
Scout Tour and story time	08-Oct	10
Fancy Nancy Tea Party	09-Oct	66
Storytime	11-Oct	25
Computer Class	15-Oct	2
Storytime	18-Oct	22
Storytime	25-Oct	26
Computer Class	29-Oct	1
Halloween Party	30-Oct	205
Total		380