



Sachse, Texas

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

Meeting Agenda

Library Board

Monday, November 11, 2013

7 00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 11, 2013, 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. 13-1884 Consider approval of the minutes of the October 14, 2013 Library Board meeting.

Executive Summary

Review and approve the October 14, 2013 meeting minutes

Attachments: [library minutes 101413 pdf](#)

4. **Discuss E-book demonstration**
5. **Discuss Friends of the Sachse Public Library Monthly Report.**
6. 13-1885 Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach

Executive Summary

Library Manager Mignon Morse will present the statistics for October 2013 as well as make announcements and discuss upcoming events

Attachments: [lib stats October13.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. November 8, 2013, 5.00 p.m.

Mignon Morse, Library Manager



Legislation Details (With Text)

File #: 13-1884 **Version** 1 **Name:** Consider approval of the minutes of the October 14, 2013 Library Board meeting
Type: Agenda Item **Status:** Agenda Ready
File created: 11/6/2013 **In control:** Library Board
On agenda: 11/11/2013 **Final action:**
Title: Consider approval of the minutes of the October 14, 2013 Library Board meeting

Executive Summary
Review and approve the October 14, 2013 meeting minutes

Sponsors:
Indexes:
Code sections:
Attachments. [library minutes 101413 pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the October 14, 2013 Library Board meeting

Executive Summary

Review and approve the October 14, 2013 meeting minutes

Background

Review and consider approval of the October 14, 2013 Library Board meeting minutes.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the minutes of the October 14, 2013 Library Board meeting



Legislation Details (With Text)

File #	13-1885	Version:	1	Name	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach
Type:	Agenda Item	Status:			Agenda Ready
File created:	11/6/2013	In control:			Library Board
On agenda:	11/11/2013	Final action:			
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach				
	Executive Summary				
	Library Manager Mignon Morse will present the statistics for October 2013 as well as make announcements and discuss upcoming events				

Sponsors

Indexes

Code sections.

Attachments: [lib stats October13.pdf](#)

Date	Ver	Action By	Action	Result
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Title

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

Executive Summary

Library Manager Mignon Morse will present the statistics for October 2013 as well as make announcements and discuss upcoming events

Background

Library Manager Mignon Morse will present October 2013 statistics, discuss upcoming projects, events, and community outreach and make announcements

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

No action necessary This item is for discussion purposes only



Departmental Report

October 2013

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

Collection

Number of Titles	39,097		40,524	
Number of Copies	39,331		39,273	
Number of New Copies	451	451	480	480
Number of Items Removed	91	91	80	80
Donated Items Added	94	94	69	69

Patrons

Number of Patrons	8,775		9,829	
Number of New Patrons	120	120	96	96
Number of Patrons Removed	4	4	2	2

Circulation

Total Circulation	7,566	7,566	8,812	8,812
Books	5,334	5,334	6,151	6,151
DVDs & Blu-Ray	2,049	2,049	2,412	2,412
E-Books			16	16
Audio CDs	150	150	187	187
Music CDs	7	7	9	9
Business Library	24	24	31	31

Programs and Services

Number of Internet Sessions	883	883	775	775
Number of Programs	9	9	9	9
Program Attendance	380	380	373	373
Interlibrary Loans	23	23	6	6
Number of Volunteer Hours	50	50	70	70

Door Count	4,703	4,703	4,154	4,154
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Programs

	Date	Attendance
Teen Library Club	01-Oct	12
Storytime	03-Oct	59
Storytime	10-Oct	62
Zombie Prom	14-Oct	5
Storytime	17-Oct	45
Storytime	24-Oct	42
Halloween Party	29-Oct	105
Sachse-Wylie Authors Group	29-Oct	8
Halloween Storytime	31-Oct	35
Total		373



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Posted November 8, 2013; 5:00 p.m.

Mignon Morse, Library Manager

**Library Board
Community Development Conference Room
3815 Sachse Road, Building B
Regular Meeting Minutes
Monday, October 14, 2013, 6:30 p.m.**

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

Absent Board Members: Terry Bennett

Library Manager: Mignon Morse

1. **Invocation**

Dia Rhoden.

2. **Call to Order:**

Robert Rodgers called the meeting to order at 6:30 p.m

3. **Approval of Minutes:**

Mary Saathoff motioned to approve the minutes. The motion was seconded by Patrece King and the minutes were unanimously approved.

4. **E-books Policy Consideration:**

Dia Rhoden motioned to approve the amendments of the Sachse Public Library Circulation Policy to include the following statement to line 6: "Once the loan period is over, the e-book file(s) will no longer work. Patrons may renew an e-book one time unless another patron has placed a hold on it."; and the following statement to line 7: "E-books have a limit of three holds. Patrons will receive a message when their e-book is available. They will have three days from that date to download the e-book." The motion was seconded by Patrece King and the amendment to the Library Circulation Policy was unanimously approved.

5. **Friends Report:**

Approximately 10 people attended the first Teen Library Club meeting at the Library. Teens (grades 6-12) will meet on the first Tuesday of each month.

The Friends signed up several new patrons for library cards. They received donations and some membership renewals during Fallfest on Saturday, October 10, 2013. Friends President, Patrece King was instrumental in this success.

The Friends Book Sale is ongoing. The donation box for the sale is often full.

6. **Library Managers Report:**

Library staff will have four weeks of e-books training. E-books will go live on December 9, 2013. The opening collection will consist of about 300 e-books. E-books can cost up to \$80 each with an average cost of \$20.

Furniture purchased with the Hancher Library Foundation grant money is arriving. Library staff is reorganizing the library to create a teen area.

Mignon reported that check-outs are up by 7% from 2012 to 2013

Thanks to staff members Toni and Holly, story time attendance has increased in the last few weeks to approximately 50 people per program

Mignon presented the Library's FY 2013 Annual Report to the Board and made comments about some of the important statistics. There were 91,461 checkouts in FY 2013, an 8% increase over FY 2012, 25,633 visits to the Library's website page with an average of 70 people visiting the website page daily. Also, 5,161 people have attended 97 programs. The report is filled with pictures from library events throughout the year.

Upcoming events

October 29 – Halloween Party

October 29 – Sachse Writers' Group

December 9 – E-books Kick-Off Celebration (no Library Board meeting)

Barnes and Noble donated a Nook to give away during the event. E-books vendor 3M will be at the event to conduct demonstrations. A special appearance by Dr. Seuss will also be a highlight. There will be a technology petting zoo and opportunities for volunteers to assist with the e-books demos.

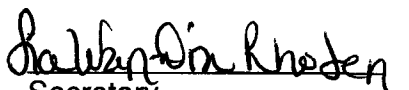
December 10 – Chamber Luncheon – 3M representative will speak briefly about the e-books.

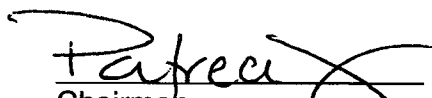
7 **Adjournment**

A motion was made to adjourn by Dixie Scogin and seconded by Mary Saathoff. The Library Board meeting adjourned at 7:10 p.m.

Attest:

Approve


Secretary


Chairman