



Sachse, Texas

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

Meeting Agenda Library Board

Monday, October 14, 2013

6:30 PM

Community Development Conference Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, October 14, 2013, at 6:30 p.m. in the Community Development Conference Room at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business.

- 1 **Call to Order**
2. **Invocation**
3. 13-1836 Consider approval of the minutes of the September 9, 2013 meeting

Executive Summary
Review and approve the September 9, 2013 meeting minutes
Attachments: [library minutes 090913.pdf](#)
- 4 13-1838 Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy to include e-books

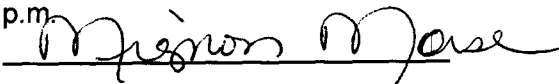
Executive Summary
The Library Board will consider recommending to the City Council changes to the Library Circulation Policy to include e-books
Attachments: [lib Circpolicywebbooks101413.pdf](#)
5. **Discuss Friends of the Sachse Public Library Monthly Report.**
- 6 13-1837 Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community

Executive Summary
Library Manager Mignon Morse will present the Library statistics for September 2013 as well as make announcements and discuss upcoming events
Attachments: [lib September 2013.pdf](#)
 [library annual report FY 2013.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 October 11, 2013, 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.



Sachse, Texas

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

Text File

File Number: 13-1836

Agenda Date: 10/14/2013

Version: 1

Status: Agenda Ready

In Control: Library Board

File Type: Agenda Item

Agenda Number: 3.

Title

Consider approval of the minutes of the September 9, 2013 meeting

Executive Summary

Review and approve the September 9, 2013 meeting minutes.

Background

Review and consider approval of the September 9, 2013 Library Board meeting minutes

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve the minutes of the September 9, 2013 meeting

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, September 9, 2013, 7:00 p.m.**

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

Absent Board Members: Patrece King

Library Manager: Mignon Morse

1. Invocation

Robert Rodgers

2. Call to Order:

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

3 Approval of Minutes:

Terry Bennett motioned to approve the minutes. The motion was seconded by Mary Saathoff and the minutes were unanimously approved Robert Rodgers added a notation to the minutes in regard to the audio recording of the August 12 meeting made by Jeff Bickerstaff, Council Liaison

4 Friends Report

The Friends will have a booth at the 28th Annual Sachse Fallfest, which will be held on Saturday, October 12 at Heritage Park

5. Library Managers Report:

The Sachse Public Library has been awarded a Hancher Library Foundation grant in the amount of \$24,999 This grant will be used for a LCD screen, books for children and teens, and furniture for the library and to create a teen area Library staff was recognized for the grant at the September 9, 2013, board meeting

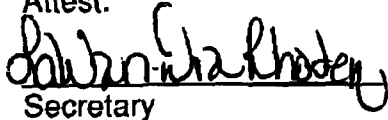
Mignon reported there was a significant increase in circulation and programming attendance for FY 2013

The October Library Board meeting will be held at 6.30 p.m. at City Hall in the Community Development conference room

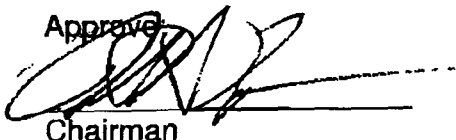
6 Adjournment:

A motion was made to adjourn by Dia Rhoden and seconded by Dixie Scogin The meeting adjourned at 7:16 p m

Attest:


Secretary

Approved:


Chairman



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3815-B Sachse Road
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Text File

File Number 13-1838

Agenda Date: 10/14/2013

Version: 1

Status: Agenda Ready

In Control: Library Board

File Type: Agenda Item

Agenda Number: 4

Title

Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy to include e-books

Executive Summary

The Library Board will consider recommending to the City Council changes to the Library Circulation Policy to include e-books.

Background

The City Council approved the Library Circulation Policy on March 19, 2012, and approved Resolution No 3473 amending the policy in regards to Library usage and borrowing procedures on May 6, 2013. With the addition of e-books to the Library's inventory in December 2013, it is necessary to consider another amendment to the Library Circulation Policy. The first proposed change is in Item 5 Loan Periods. It is proposed that the loan period for e-books is added. The second proposed change is to Item 6 regarding renewals. It is proposed that the following statements are added: *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.* The third proposed change is in Item 7 regarding holds placed on items. The proposed change would add the following statements: *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.*

Policy Considerations

If approved by the Library Board, this amended policy will be recommended to City Council for their consideration and approval at a future Council meeting.

Budgetary Considerations

N/A

Staff Recommendations

Consider the proposed changes as submitted and, if approved, make a recommendation to City Council for an amendment to the Library Circulation Policy to include e-books.

Sachse Public Library Circulation Policy

Approved by City Council March 19, 2012, amended April 8, 2013

Recommended changes from the Library Board are marked in red

- 1 Borrowers must have a valid library card to check out materials. (A driver's license or other appropriate identification may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.)
2. To apply for a library card.
 - a. Persons 16 and older are to present a photo I.D and proof of current address – e.g. current driver's license, student I.D , employment identification card, printed personal check, recent utility bill, car registration, etc
 - b Persons under 16 are to be accompanied by a parent or guardian who must present proper identification and sign the application form at the time of registration. This parent or guardian is responsible for any fees incurred by the minor
 - c First time borrowers may only check out a maximum of 5 items.
- 3 There is no charge to apply for a library card, a replacement card will cost \$1 00
Identification will be requested before a replacement card is issued.
- 4 Each patron should use his/her own library card when checking out library material.
- 5 Loan Periods.

DVDS	7 DAYS (LIMIT SEVEN PER CARD)
BOOKS	21 DAYS
BOOKS ON CD/MP3	21 DAYS
E-BOOK READERS (NOTE. THERE IS AN E-BOOK READER POLICY THAT DEFINES THESE GUIDELINES)	14 DAYS
E-BOOKS	14 DAYS (LIMIT OF 3 E-BOOKS)
ALL OTHER MEDIA	21 DAYS

6. Items may be renewed for the same length of time as the original check-out unless another patron has placed a hold on it. Items may be renewed through the library website, by presenting them at the circulation desk, or by phone. DVD's may be renewed one time. **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.**
- 7 A hold may be placed on any item that is able to be checked out (excluding videos & DVD's) **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.**
- 8 Reference materials, newspapers and magazines may not be checked out.
- 9 Any type of item or particular subject area may be placed on in-house reserve or limited in number of checked out items in a particular subject at the discretion of the library staff
- 10 The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
- 11 Copyright laws limit videocassettes, CDs, MP3 audio materials and DVDs to home viewing only and prohibit their duplication. Copyright laws also protect most books, magazines, and other Library media. Do not copy, reproduce, rebroadcast, tamper with, or alter any copyrighted materials in any manner
12. Overdue material. Any item kept after the return date is overdue and is subject to fines.
- 13 Overdue Fines shall be set by City Council Resolution.
 - a. 10 cents per day per item – includes all items except videos and DVDs which are \$1 00 per day
 - b The maximum fine per item is \$5 00
 - c. E-book readers \$5 00 a day (Patrons are asked to sign an agreement before checking out an e-book reader)
 - d. Overdue fines will not be charged for days when the library is closed.
 - e. Materials more than 120 days overdue will be deemed lost.
 - f A patron may not check out any additional materials until all overdue items are returned or replaced.
- 14 Each patron will be responsible for materials checked out on his/her card as well as fines for late returns, lost items, and items damaged beyond repair For lost and damaged items, the actual cost of a new or an exact replacement item will be charged. A lost or damaged item may also be replaced with an exact, new copy of the item unless the item had special value above a new item.

15. The Sachse Public Library will make every reasonable attempt to obtain interlibrary loan (ILL) requests. Usually this service is free of charge, though some libraries will charge for ILL loans. The borrower is responsible for any charges.
16. Parents and/or legal guardians are responsible for supervising the materials viewed and selected by their minor children. The Library will not be responsible to determine what materials may or may not be appropriate for children based on their individual circumstances.



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Text File

File Number: 13-1837

Agenda Date: 10/14/2013

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File Type: Agenda Item

Agenda Number: 6.

Title

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

Executive Summary

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

Background

Library Manager Mignon Morse will present Library 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

September 2013

Current Month/2012	Year to Date/2012	Current Month/2013	Year to Date/2013
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Collection

Number of Titles	38,781	n/a	40,169	n/a
Number of Copies	38,996	n/a	38,953	n/a
Number of New Copies	480	4,563	382	4,709
Number of Items Removed	29	3,439	613	2,821
Donated Items Added	n/a	n/a	117	1,141

Patrons

Number of Patrons	8,674	n/a	9,735	n/a
Number of New Patrons	225	1,128	98	1,134
Number of Patrons Removed	1	7,749	3	37

Circulation

Total Circulation	6,535	85,247	7,224	91,461
Books	4,364	58,158	4,977	62,481
DVDs & Blu-Ray	2,031	24,875	2,057	26,840
E-Book Readers	1	24	0	2
Audio CDs	119	1,646	141	1,724
Digital Audio (Playaway)	0	38	1	4
Music CDs	8	159	15	70
Business Library	12	134	6	196

Programs and Services

Number of Internet Sessions	751	8,202	706	9,092
Number of Programs	8	95	6	97
Program Attendance	360	4,625	338	5,161
Interlibrary Loans	19	207	27	173
Number of Volunteer Hours	148	1,360	38	1,552

Door Count	4,255	38,142	4,000*	36,472
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Programs

	Date	Attendance
Story time	05-Sep	48
Study Skills	10-Sep	5
Story Time	12-Sep	42
Cathy's Critters	17-Sep	148
Story Time	19-Sep	35
Story Time/Pet Parade	26-Sep	60
Total		338

*Estimate based on circulation Door counter malfunction



2012- 2013 Annual Report

Sachse Public Library



IMPORTANT STATISTICS FOR FY 2013

October 2012 to September 2013



Population of Sachse

20,800

Number of days the Library is open during FY 2012

298

People entering the library building

36,472

Number of visits to the Library's website during FY 2013

25,633

People visiting the website daily (average)

70

Internet Usage in the Library

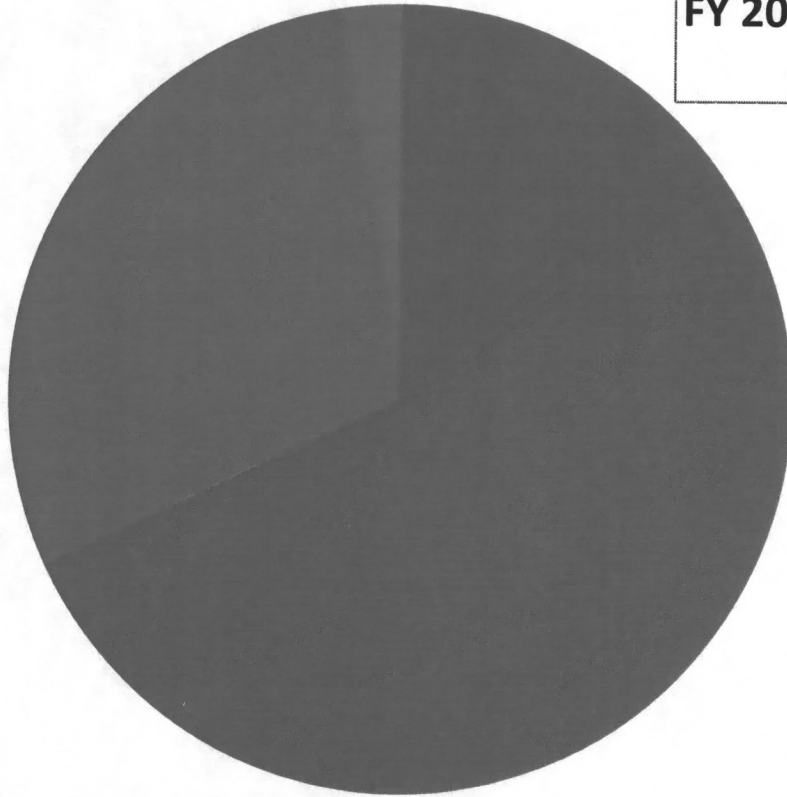
9,092 Sessions

Programming

5,161 people attended 97 programs



FY 2013 Checkout Summary



- Adult Fiction and Nonfiction
- Children's Fiction and Nonfiction
- DVDs
- Audios and other materials

	FY 2012	FY 2013
Total number of items checked out	85,138	91,440
Adult Fiction and Nonfiction	13,884	14,012
Children's Fiction and Nonfiction	43,560	48,219
DVDs	25,204	26,840
Audios and other materials	2,490	2,390

THE YEAR IN REVIEW

The Sachse Public Library is a valuable community resource and continues to provide high quality service for the community. Public computer usage has continued to be a popular service for people without internet access or computers in their homes. Free wireless access is popular with the patrons who bring their own laptops to the library. The library is one of the few places that offer free public access to the internet in Sachse and the only place in town that offers free computer usage.



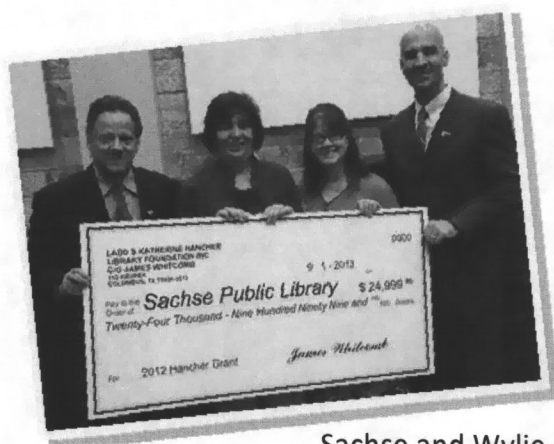
This year brought some positive changes to the library. A full-time library staff member retired in December 2012 and two part-time staff members were added in January, primarily focusing on Children's Programs. Having two part-timers has allowed for more staff coverage during busy times and resulted in more efficient operations. Along with the change in staff came new ideas and a different perspective on the library programs, resulting in increased circulation and program attendance. The circulation record was broken in July with the highest number of checkouts ever in a single month (10,551). Another record breaker was the number of checkouts the Library had in FY 2013 (91,461).

Community support is phenomenal in Sachse. The Library gets coverage in the Sachse News on a weekly basis and often makes the front page with event coverage. In addition, the library had over 1,500 volunteer hours in FY 2013 which is an increase of 15% and the highest number of volunteer hours we have ever had. Citizens donated 1,141 books that were added to the collection. The library's web page received more hits than any other page on the City's website with the exception of online billing.

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 weekly column in the Sachse News and the library staff maintains a Facebook page which can be found under Sachse Public Library. Other information resources include the City's biannual Park and Recreation bulletin and program announcements on the Chamber of Commerce website.

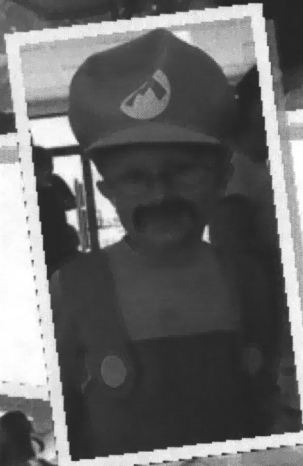


Story time for preschoolers is offered throughout the school year. This year the library had some special guests. A volunteer brought a horse to the Library to teach the kids about horse safety. The Dairy cow visited in the spring and the children had an opportunity to learn the importance of milk. The Easter egg hunt was a popular program as well. The Sachse Police and Fire Departments visited a couple of times during the year and taught children about public safety.



The Library staff is looking forward to a busy and productive Fiscal Year 2014. City Council approved funds to begin offering e-books to Sachse citizens for the next year. In addition, the library received a grant for \$24,999 to purchase furniture and books for the children's area and to create a teen area. Funds will be encumbered during FY 2014. The library received another grant from the Texas State Library and Archives Commission earlier in the year. The grant was a joint grant between the

Sachse and Wylie libraries to digitize the newspapers. Newspapers will be online in the near future for all citizens to search!



October kicked off with the Fancy Nancy party and over 60 people attended the special dressy occasion. The library's traditional Halloween costume contest and trick or treat entertained over 200 children.



December began with the City Hall tree lighting, a holiday concert by the Hudson Middle School Choir, Story time with Santa, and the library elves giving books to all the children. We also held our annual supply drive for the Sachse Animal Shelter in December.



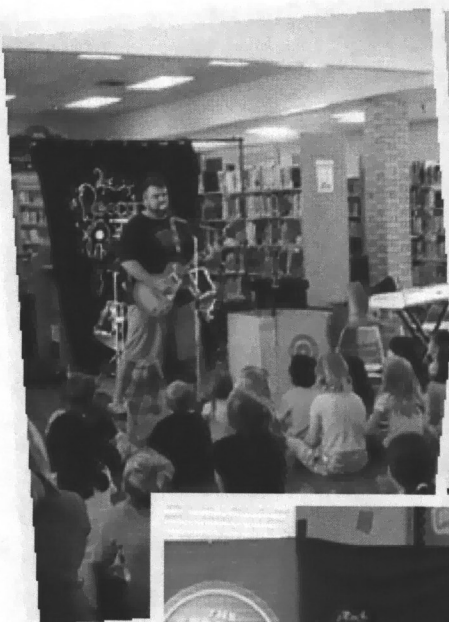
January brought a Pirate Party to the Library where the attendees learned to walk the plank Dr. Seuss came for a library visit around his birthday and over 100 people attended the party



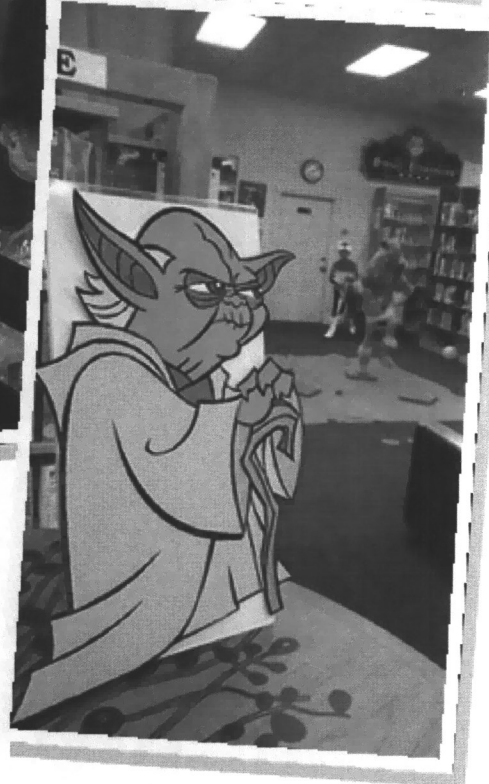
The Friends of the Library hosted the first annual Mad Hatter Tea in May. Brenda Dennis, Friends Vice President, chaired the event which was a huge success thanks to the teamwork of the Friends members and officers. Mayor Mike Felix played the role of the Mad Hatter and his wife, Kelley, was the Queen of Hearts. Councilman Brett Franks and his wife, Carmen, attended the event and their children, Chase and Morgan, participated as characters. Councilman Bill Adams came by to support the Friends as well.



Summer is the Library's busiest time of year and the Library hosted a successful summer reading kickoff with over 300 people attending the program.



There were 999 registrations for Summer Reading Club (273 adults, 81 teens, and 645 children) and we added programs for adults and teens in 2013.



August was the library's first Star War's Celebration and the attendees dressed in their favorite Star Wars character attire and had a blast with games and crafts.



September wraps up the year with National Library Card Signup Month. The month kicked off with another visit by Cathy's Critters, and there were 160 people who attended the program. The Sachse elementary schools competed in a contest to get the highest percentage of library card signups for their campus. The winner received a set of The Warrior Series for their school library. Armstrong Elementary won the contest by a landslide! Story time concluded for the fiscal year with a pet parade. There were approximately 60 people, ten dogs, and an iguana in attendance. The iguana made the front page of the Sachse News.

COMMUNITY CONNECTIONS

Ongoing publicity

- Facebook page
- Website
- City marquee
- Flyers on the main library doors
- Monthly newsletter
- Weekly column in Sachse News
- Email blast of weekly column to individuals, businesses, and community groups



Awards and Grants

- Texas Municipal League Award presented at the August 6 Council meeting
- BTOP grant awarded in 2010 completed in 2013
- Hancher grant awarded September 2013. Funds will be encumbered in FY 2014



ACKNOWLEDGEMENTS

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

Library Board

- Robert Rodgers - Chairman
- Patrece King - Vice Chairman
- Dia Rhoden - Secretary
- Terry Bennett
- Judith Lensch
- Mary Saathoff
- Dixie Scogin
- Jeff Bickerstaff - City Council Liaison

Friends of the Library

- Patrece King, President
- Brenda Davis, Vice President
- Diana Smith, Secretary
- Emily Huynh
- Kevin Waite

Star Volunteers

- ★ Diana Smith
- ★ Ebenezer Haile
- ★ Patrece King
- ★ Alyssa Cigainero
- ★ Berta Cortez

Library Staff

- Mignon Morse, Library Manager
- Ellen Ritchie, Librarian
- Pat Davis
- Toni Kelly
- Merrilee Rogers
- Holly Hechler