



Sachse, Texas

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

Meeting Agenda

Library Board

Monday, October 13, 2014

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, October 13, 2014, 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. 14-2456 Consider approval of the minutes of the September 8, 2014 meeting.

Executive Summary

Review and consider approval of the minutes of the September 8, 2014 meeting.

Attachments: September 8, 2014 Library Board Minutes

3. Dissuss Friends of the Library Monthly Report
4. 14-2486 Discuss and Consider recommendation for approval of the Long Range Plan to the City Council.

Executive Summary

The Long Range Plan is a document required by the Texas State Library and Archives Commission. It needs to be updated every five years.

Attachments: Long Range Plan 2015 Presentation

LRP2015

5. 14-2467 Discuss and consider recommending the Facility Use Policy amendment to the City Council.

Executive Summary

Discuss and consider policies and fees for City indoor facility reservations. The policy has been amended to address the new audio visual equipment in the library meeting room and a fee for cable rental.

Attachments: facility use agreement presentation 102014
FACILITY USE RULES 10-2014 revision
FACILITY USE AGREEMENT 10-2014 FORM REV.docx

6. 14-2465 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: September 2014 Stats
Sachse PL Annual Report FY 2014

7. **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 10, 2014; 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

Legislation Details (With Text)

File #: 14-2456 **Version:** 1 **Name:** September 8, 2014 Library Board Meeting Minutes
Type: Agenda Item **Status:** Agenda Ready
File created: 9/26/2014 **In control:** Library Board
On agenda: 10/13/2014 **Final action:**
Title: Consider approval of the minutes of the September 8, 2014 meeting.

Executive Summary

Review and consider approval of the minutes of the September 8, 2014 meeting.

Sponsors:

Indexes:

Code sections:

Attachments: September 8, 2014 Library Board Minutes

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

Title

Consider approval of the minutes of the September 8, 2014 meeting.

Executive Summary

Review and consider approval of the minutes of the September 8, 2014 meeting.

Staff Recommendations

Approve the minutes.

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

**Regular Meeting Minutes
Monday, September 8, 2014, 7:00 p.m.**

Present Board Members: Dia Rhoden, Mary Saathoff, Dixie Scoggins, Terry Bennett and Billy Ketner; **Library Manager:** Mignon Morse.

and Robert Rogers

1. Invocation: Robert Rogers.

2. Call to Order: Robert Rogers.

3. Approval of Minutes:

Billy Ketner motioned to approve the minutes from the August 11, 2014, meeting. The motion was seconded by Terry Bennett. The minutes were unanimously approved.

4. Friends Report:

Ruth Glover provided the Friends of the Library report. She serves as the Friends Secretary. The Friends are hosting a local author Reavis Z. Wortham on October 7, 2014. The next Friends meeting is Tuesday, October 28 at 7:00 p.m.

5. Library Managers Report:

The Sachse Public Library was not awarded the Hancher Grant. However, the AV equipment was approved in the campus funds by council on September 6. Mignon is reviewing bids and proposals for equipment at this time. The other projects funded by the campus funds include an emergency exit door for the meeting room, signage for outside the building, and security cameras.

Ellen Ritchie, Librarian, will be painting a mural of the Library on a designated wall in the library's meeting room. The Friends of the Library are funding this project.

The Texas State Library and Archives commission requires public libraries to do a long range plan every five years. Sachse's plan is from 2007. Mignon is preparing a plan to present to the board for recommendation to council. In addition, the Public Library Standards were updated in the spring of 2014. Mignon is working on a presentation to update the board on the standards.

September is Library Card sign-up month. Patrons can read five books to earn a coupon for a free ice cream at Baskin & Robbins between September 22 and 27. If 100,000 items are checked-out by September 30, the Sachse Public Library will break a record for the fiscal year.

August circulation increased but the door count was down. Volunteer hours are down this month. The library has several programs planned for August and September which

include a Star Wars party, showing of the movie Frozen, and the Back to School with Friends.

On September 4 at 6:00 p.m. participants of all ages are invited to "Learn about Archery" at the library. This event is sponsored by the Texas Archery Academy, Plano. Also, there will be a Civil War family program on September 30 at 6:30 PM. This program will celebrate the 75th Anniversary of the Epic Movie "Gone with the Wind".

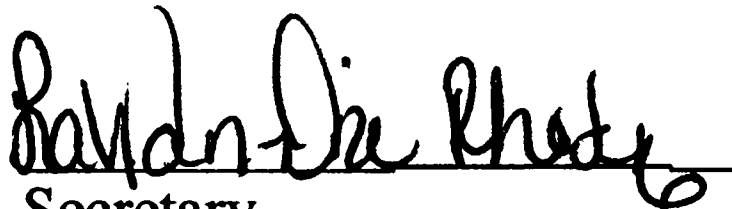
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Congrats to the Friends of the Library for giving out 75 bags of school supplies at the Back to School event on August 22. Patrece King chaired this event.

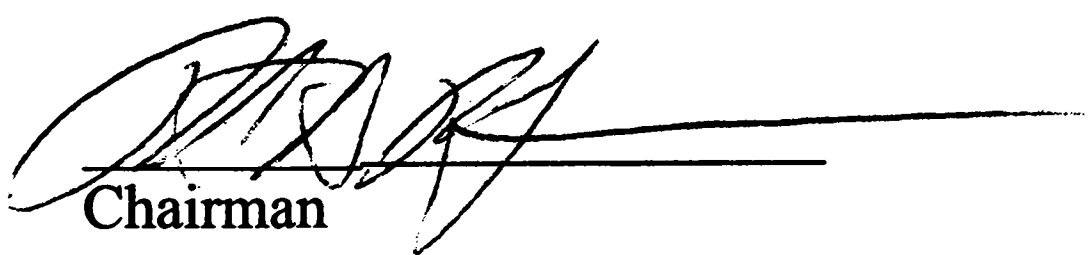
7. Adjournment:

Terry Bennett moved to adjourn at 7:26 p.m.

Attest:


Secretary

Approve:


Chairman

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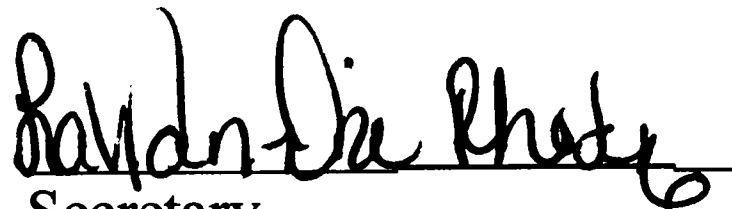
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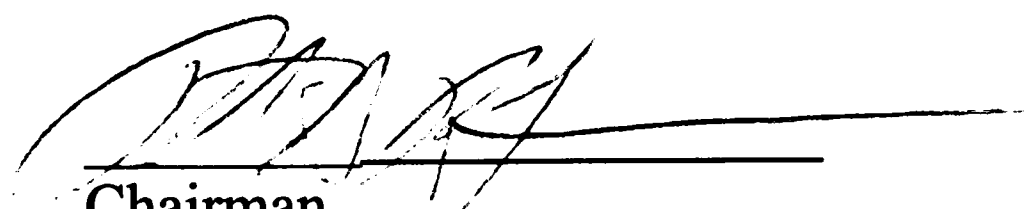
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Attest:


Secretary

Approve:


Chairman



Sachse, Texas

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

Legislation Details (With Text)

File #:	14-2486	Version:	1	Name:	Library Long Range Plan
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/8/2014	In control:		In control:	City Council
On agenda:	10/13/2014	Final action:		Final action:	
Title:	Discuss and Consider recommendation for approval of the Long Range Plan to the City Council.				
	Executive Summary The Long Range Plan is a document required by the Texas State Library and Archives Commission. It needs to be updated every five years.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	<u>Long Range Plan 2015 Presentation</u> <u>LRP2015</u>				

Date	Ver.	Action By	Action	Result
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Title

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

Executive Summary

The Long Range Plan is a document required by the Texas State Library and Archives Commission. It needs to be updated every five years.

Background

The Long Range Plan is a document required by the Texas State Library and Archives Commission. It needs to be updated every five years.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends Board review and recommendation for City Council approval.

9:08 AM



Sachse
Public Library

3815C

Long Range Plan

2015



PURPOSE OF A PLAN

- PROVIDE A FUTURE PLANNING TOOL
- MEET TSLAC REQUIREMENTS
- PROVIDES A BENCHMARK TO MEASURE SACHSE WITH STATE STANDARDS
- STANDARDS WILL BE PRESENTED IN NOVEMBER

9:08 AM



BACKGROUND

- RESEARCHED OTHER PLANS FOR SEVERAL CITIES
 - Watauga
 - Flower Mound
 - Coppell
- IDENTIFIED CRITICAL AREAS BASED ON OTHER PLANS
- ESTABLISHED GOALS AND ACTIONS

9:08 AM



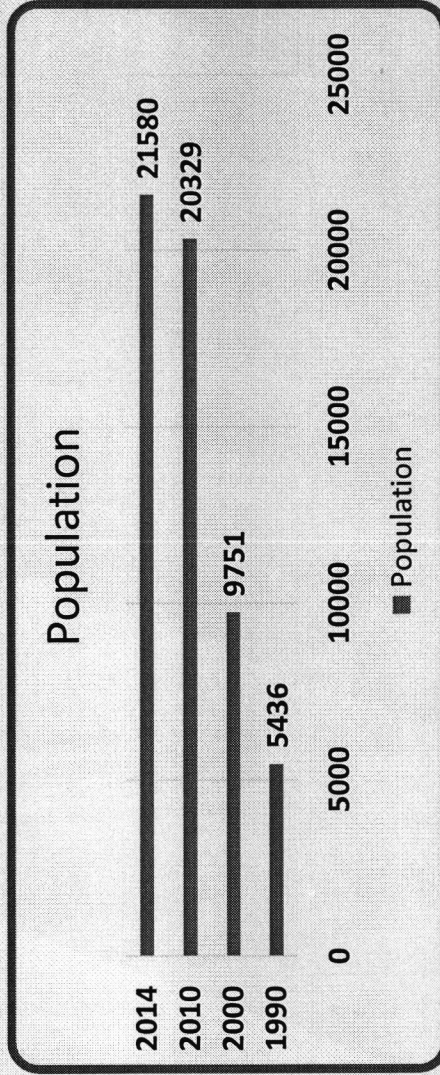
LIBRARY STATISTICS

Stats	FY 2012	FY 2013	FY2014
Circulation	85247	91461	101,076
Programming	4625	5161	5805
Items in Collection	38761	40169	43935

9:08 AM



DEMOGRAPHICS



Source: North Texas Council of Governments



LONG RANGE PLAN GOALS

- MARKETING AND PROGRAMMING
- MATERIALS
- TECHNOLOGY
- STAFFING



9:08 AM

GOAL 1

MARKETING AND PROGRAMMING

- WORK WITH THE COMMUNITY TO BUILD PARTNERSHIPS
- FACILITY COMMUNITY BASE PROGRAMS
- PROVIDE PROGRAMMING THAT SUPPORTS THE HIGHEST LEVEL OF COMMUNITY INVOLVEMENT
- MARKET PROGRAMS AND SERVICES
- COLLABORATE WITH THE FRIENDS OF THE LIBRARY



9:08 AM



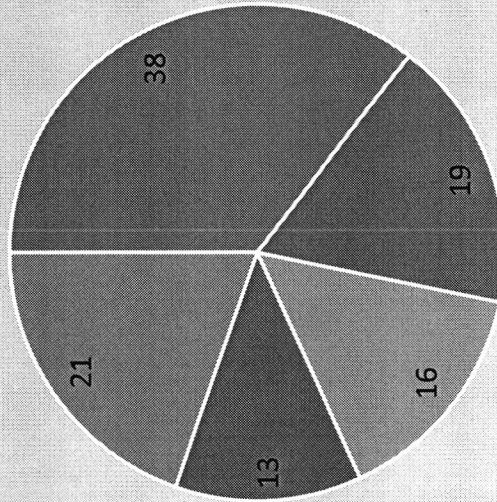
CURRENT COMMUNITY OUTREACH

- SCHOOL LIBRAIRANS
- NEARBY PUBLIC LIBRARIES
- CHAMBER OF COMMERCE
- HOMESCHOOL GROUPS
- DAYCARES—KICKOFF AT Bearfoot
- WALMART GRAND OPENING





Programming FY 2014



■ Storytimes ■ Adult ■ Teen ■ Children's ■ Family



GOAL 2 MATERIALS

- Increase and expand materials with emphasis on the acquisitions of high demand materials and replacement of older and deteriorating materials.
- Focus on the youth and teen collections to meet the public demands of these areas.
- Continue development and weeding of collection



9:08 AM

HOW DO WE COMPARE TO STANDARDS?

- Collection size per capita is 2.05 as of October 1 2014 (44,174 items includes e-books)
- State requirement is 2.21 per capita (47,691)
- FY 2014 circulation per capita is 4.71.
- State standard is 3.12 per capita for libraries serving populations 5000 to 24,999

***TSLAC FY 2014 Population: 21,580

9:08 AM



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
Ebooks	0	0	2,292

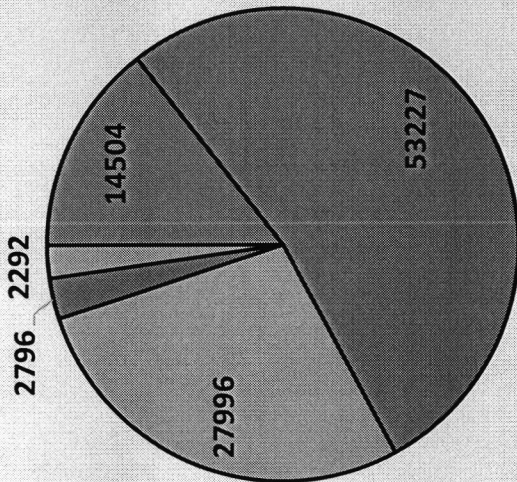


9:08 AM



Collection Usage FY 2014

CHECKOUTS FY 2014



■ Adult Fiction and Nonfiction ■ Children's Fiction and Nonfiction ■ DVDs ■ Audios and other materials ■ Ebooks



GOAL 3: TECHNOLOGY

- Work closely with the City's IT Department to expand and improve public technology needs.
- Coordinate with IT on computer replacement schedules to ensure computers are updated.
- Promote use of city's website and the online catalog.
- Integrate e-books, i-pads, and tablets into the library's service programs.



GOAL 4: STAFFING

- Continue to evaluate levels of staffing using state standards as a guideline
- Increase staffing hours to accommodate customer service needs as population increases.
- Continue to implement and grow well structured volunteer program.
- Create and maintain an atmosphere that recognizes, rewards, and empowers all staff.

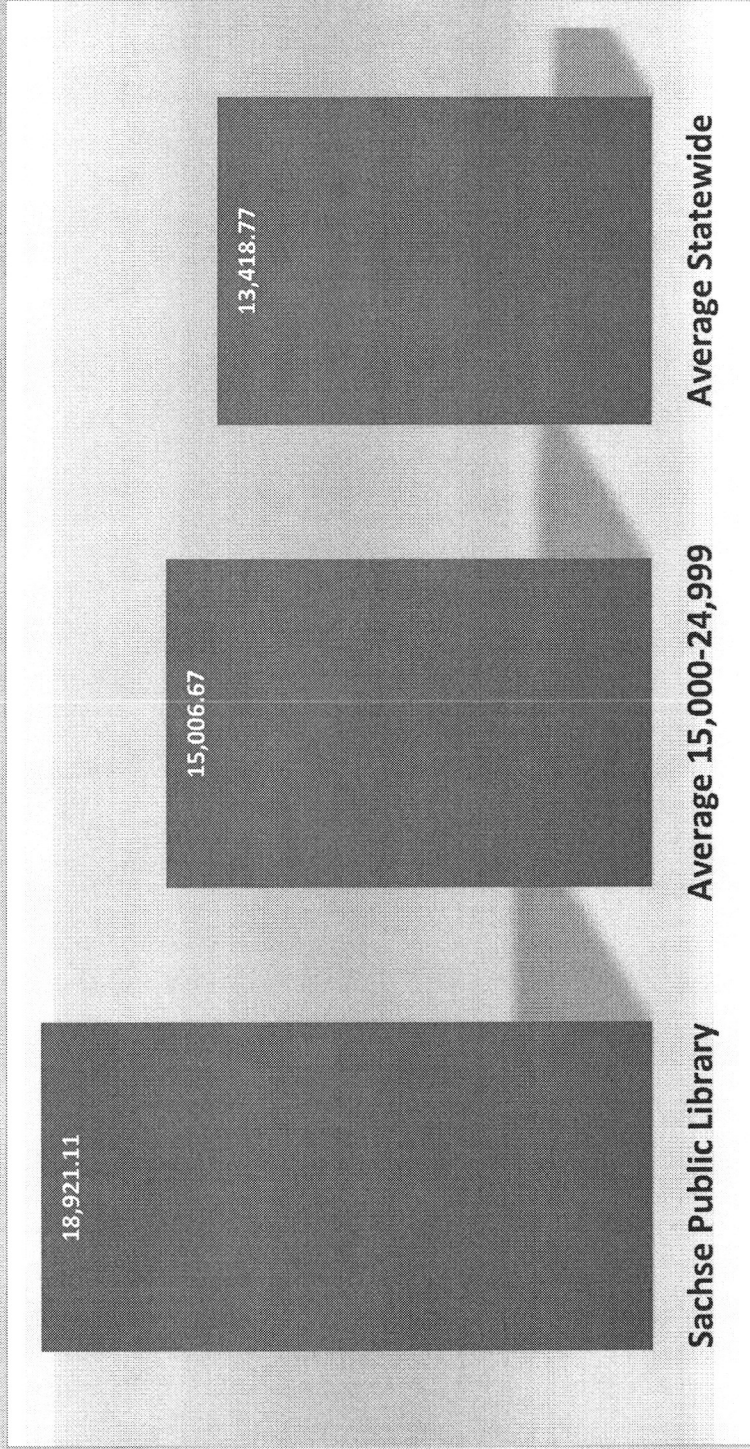


Goal 4 Staffing Continued

- Develop a plan for reconfiguring library hours.
- Focus on improving staff work spaces to make their work easier to accomplish, resulting in increased moral and dedication to service.

9:08 AM

Circulation per Paid Staff FY 2012

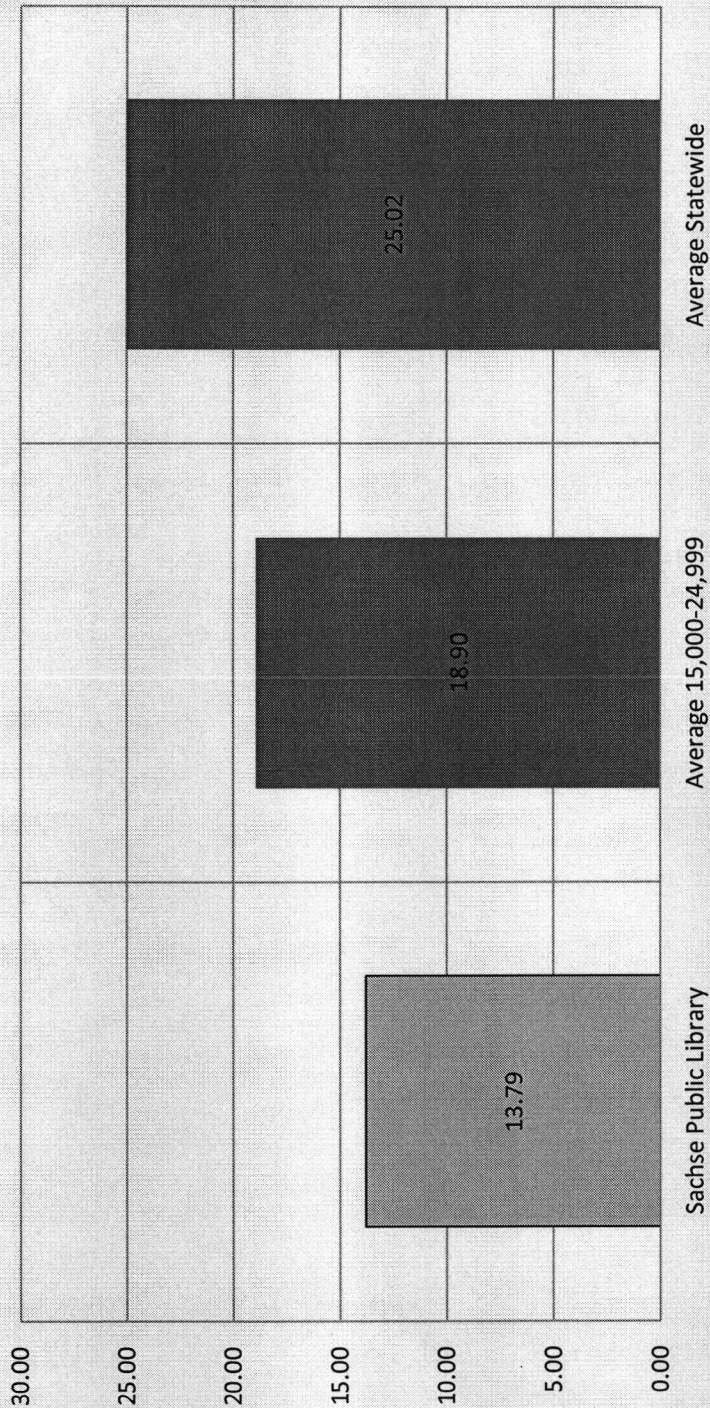




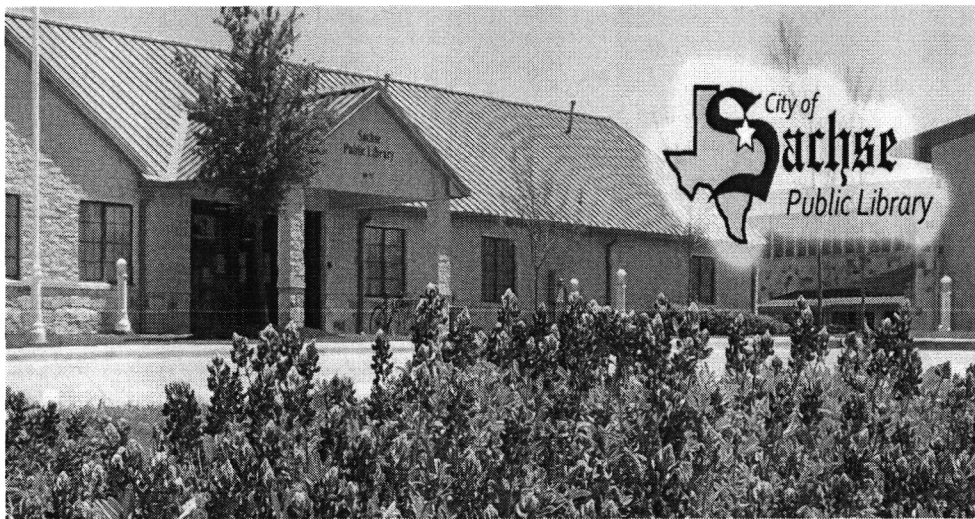
9:08 AM



Operating Revenue Per Capita



SACHSE PUBLIC LIBRARY



***Long Range Plan
October 2014***

Mignon Morse, Library Manager

Introduction

The long range plan required by the Texas State Library and Archives Commission sets forth the goals and objectives for the library's future growth and services.

Mission Statement

The mission of the Sachse Public Library is to provide an easily available collection of information and artistic expression for everyone.

Library Statistics

The Sachse Public Library serves the residents of Sachse and surrounding areas. As of October 2014, there were 1133 card holders and there are 47,691 items in the collection. The circulation in FY 2014 was 101,076 compared to 91,461 in FY 2013. The Library is open six days a week for a total of 46 hours. The library has 4.5 FTE's. Library Hours are

Library Services

The Sachse Public Library is located adjacent to Sachse City hall and senior center at 3815 Sachse Road Building C. Library hours are Monday to Thursday from 12 p.m. to 8 p.m., Friday from 12 p.m. to 6 p.m. and Saturday from 10 a.m. to 4 p.m. The Sachse Public Library provides services to all ages. The Library offers over 43,000 materials which include books for children and adults, over 5000 DVDs to choose from, audio books, free internet access, and programs for all ages throughout the year. Books and audio visual materials can check out for three weeks and DVDs checkout for seven days. E-books are available for a two week checkout and can be accessed by anyone with a library card. Computers with Microsoft office and internet access are available for library users during library hours along with wireless access. The library also provides interlibrary loan services, TexShare cards and Texshare databases through the Texas State Library.

Community Demographics

Demographic Data for Sachse

Population

1990	2000	2010	2013*	2014
5,346	9,751	20,329	21,090	21,580
2014 Population Density (persons per square mile): 2,175.43				
Sources: 1990, 2000, 2010 - U.S. Census Bureau; 2013, 2014 - NCTCOG Annual Population Estimates				
* Some estimates have been revised				

Sachse is located in the Dallas metropolitan area 20 miles from downtown Dallas, and it has a population of 21,580. The 2010 census reported the population of Sachse as 20,329. Families with children make up 54% of the population, with 22% being children of school ages and 32% of the adults are between the ages of 25 to 44. The average median age at the time of the 2010 census was 34.

Texas State Library Standards

The Texas State Library and Archives Commission (TSLAC) sets standards for accreditation for Texas public libraries. The standards were most recently updated in the spring of 2014. Standards are referenced throughout this document to measure how Sachse compares to state standards.

Goal 1: Marketing and Programming

Actions

- Work within the community to build partnerships with:
 - WISD and GISD staff and librarians
 - Nearby public libraries
 - Local nonprofits, businesses, and the Chamber
- Facilitate community based programs and events that promote community awareness and cultural interaction.
- Provide programming that supports the highest level of community involvement with a focus on cultural enrichment and public education programs. Programs will enhance education, life skills learning, personal growth, and entertainment.
- Expand all ages of children's and youth programming:
 - Summer Reading Programs
 - Teen programs
 - Special interest groups (i.e. writers group)
- Market programs and services with print, television, internet, and social media.
- Collaborate with the Friends of the Library on marketing efforts.

Measurements

- Provide patrons opportunities to engage in civic and community life at the library.
- Increase attendance and programming attendance by 15% every two years.
- Increase the number of library card holders by 2% each year with a goal of 75% of the residents having and using a library card.
- Identify additional opportunities for outreach such as PTA meetings, homeschool groups, and other community events.

Goal 2: Materials

Actions

- Increase and expand materials with emphasis on acquisition of high demand materials and replacement of older and deteriorating materials.
- Focus on the youth and teen collections to meet the public demands of the area.
- Continue development and weeding of collections (print and electronic) to meet state standards and anticipated need.
- Explore new formats for materials as technology changes.

Measurements

- Increase collection in number and scope measured by analysis and quantity of use.
- Financial resources are utilized in the most effective manner.
- Match collection size with the state standards. October 2014 collection size is 47,691 per capita and the state requirement is 2.21 items per capita. FY 2014 circulation per capita is 4.71 and the state standard is 3.12. State standards were updated in spring 2014.

Goal 3: Technology

Actions

- Work closely with the City's IT department to expand and improve public technology needs.
- Evaluate Radio Frequency Identification (RFID) systems and consider upgrading the antiquated security system.
- Coordinate with IT on computer replacement schedules to ensure computers are updated in a timely manner.
- Promote use of city's website and the library online catalog
- Integrate e-books, i-pads, and tablets into the library's service programs.

Measurements

- Select RFID Systems that will meet Sachse's needs.
- Migrate collection to RFID tags.
- Evaluate computer replacement needs.

- Maintain library website updates.

Goal 4: Staffing

Actions

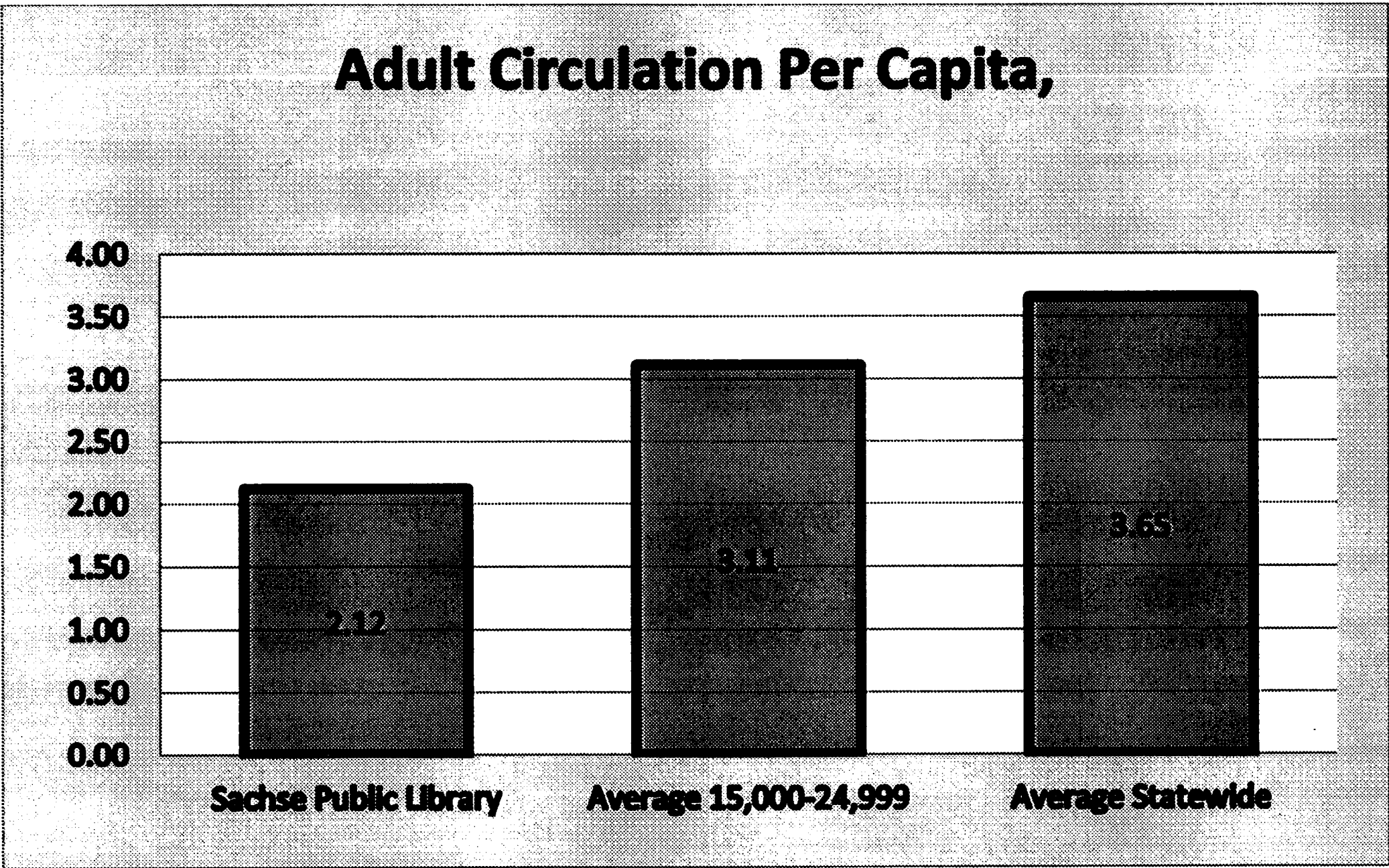
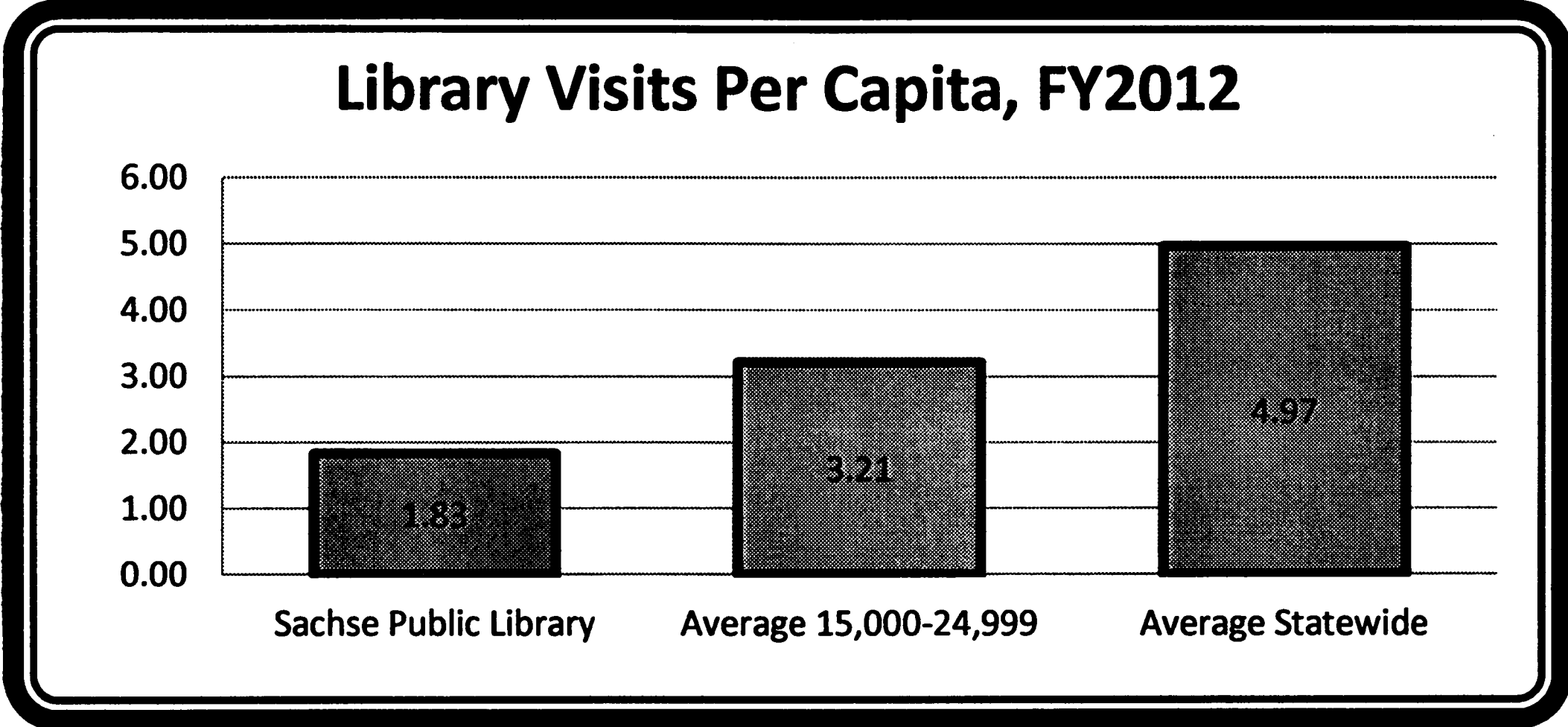
- Evaluate levels of staffing and services using state standards as a guideline. The library does not meet current state standards.
- Increase library hours to accommodate customer service needs as population increases.
- Grow a well-structured volunteer program.
- Create and maintain an atmosphere that recognizes, rewards, and empowers all staff.
- Develop a plan for reconfiguring library hours.
- Focus on improving staff work spaces to make their work easier to accomplish, resulting in increased morale and dedication to service.

Measurements

- Use celebrations and activities to recognize, encourage, and reward employees and volunteers.
- Evaluate staff work spaces. Ensure staff has the work area and tools to complete their tasks and assignments.

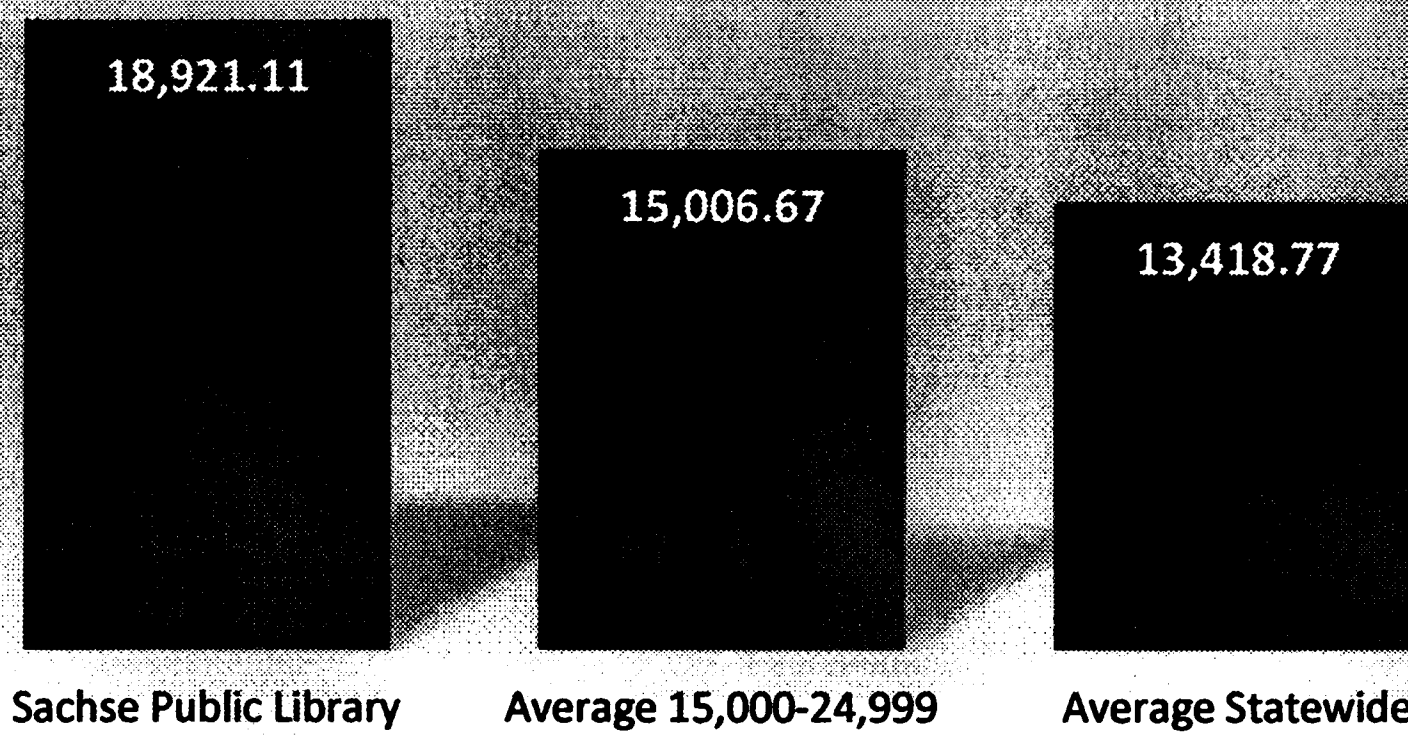
Appendix A

Selected comparisons to Sachse with State Averages for cities within the population range of 15,000 to 24,999. (note: FY 2013 data is not available at this time.)

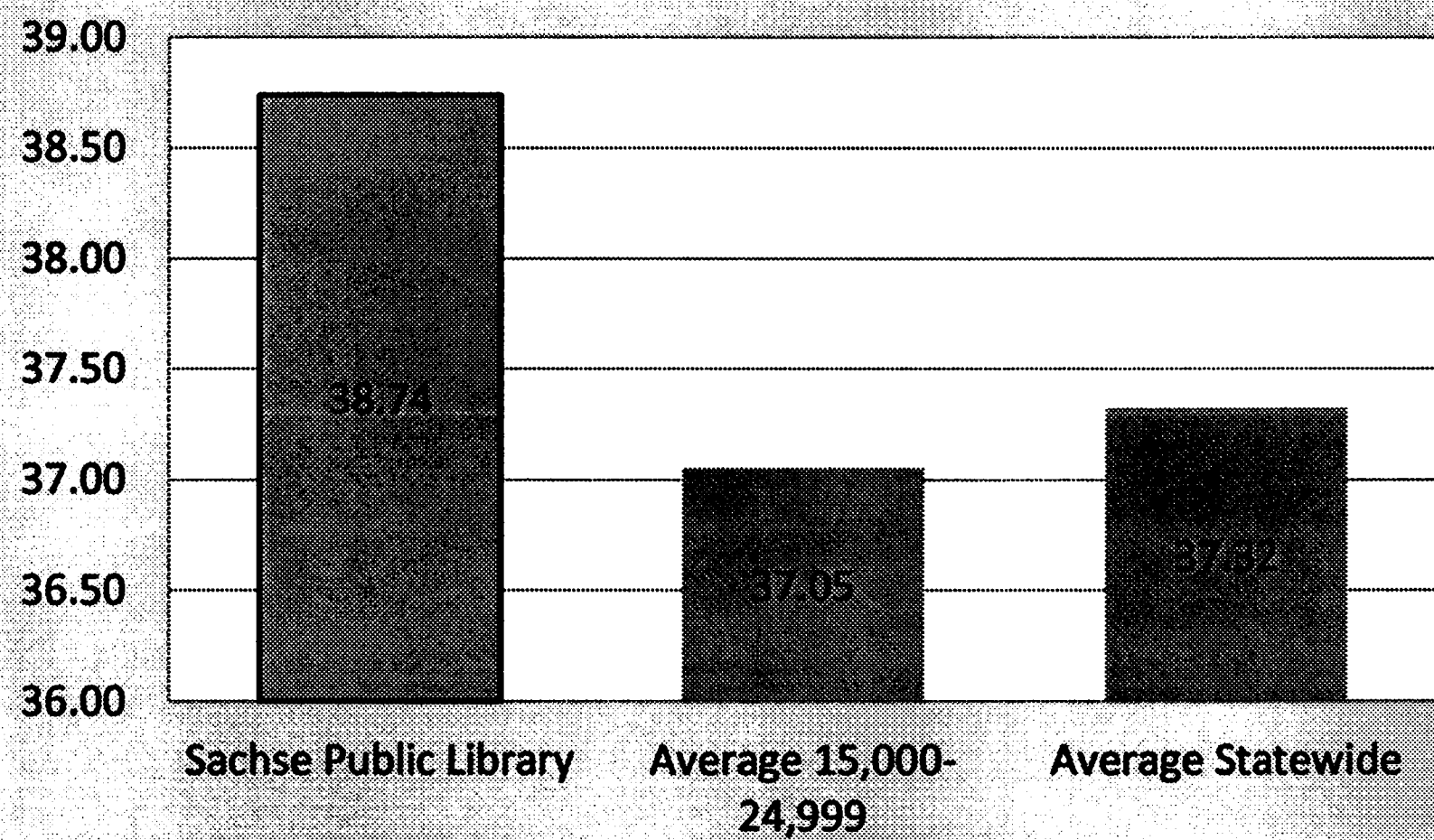


Circulation per paid Staff, FY2012

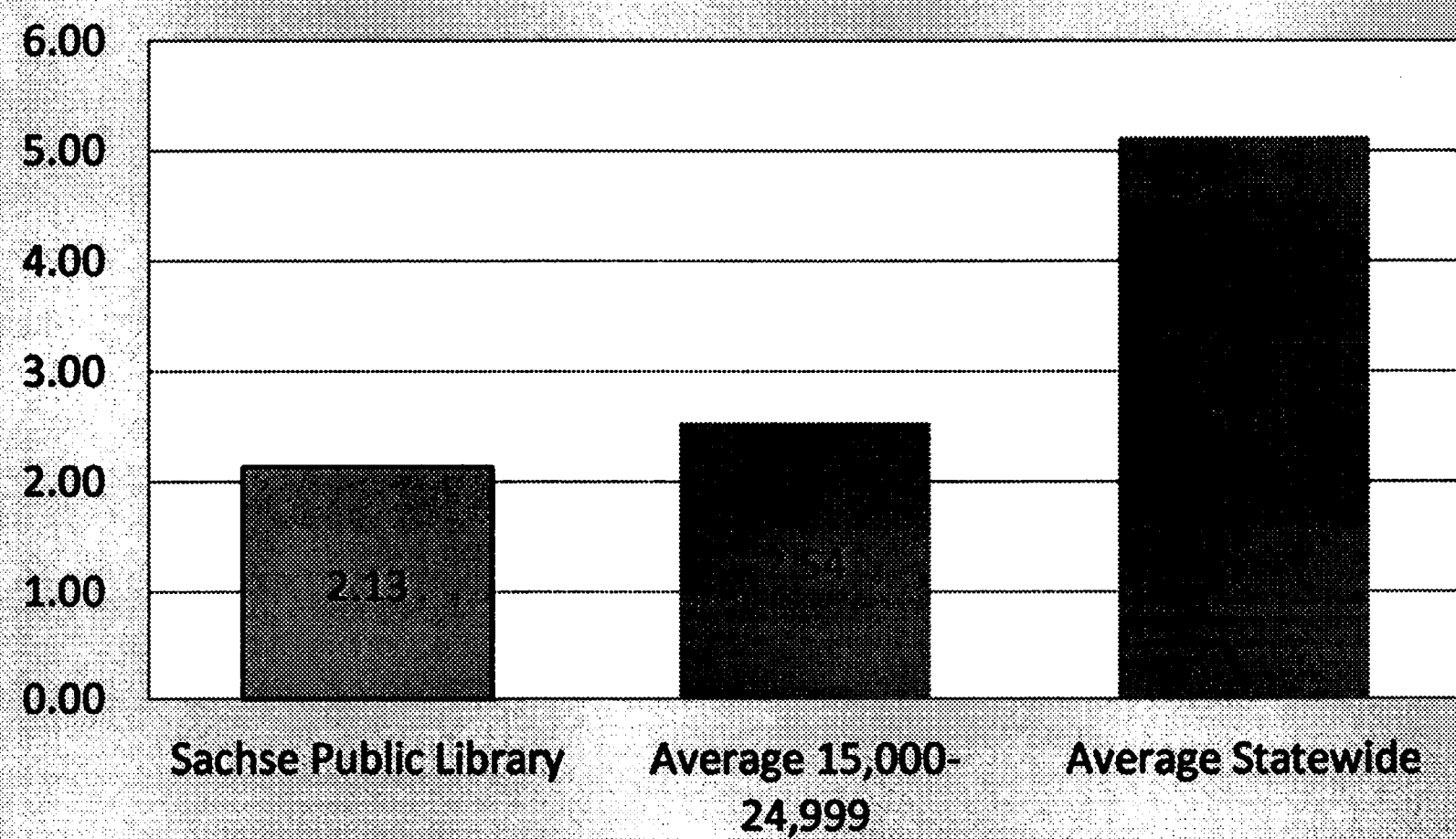
■ Sachse Public Library ■ Average 15,000-24,999 ■ Average Statewide

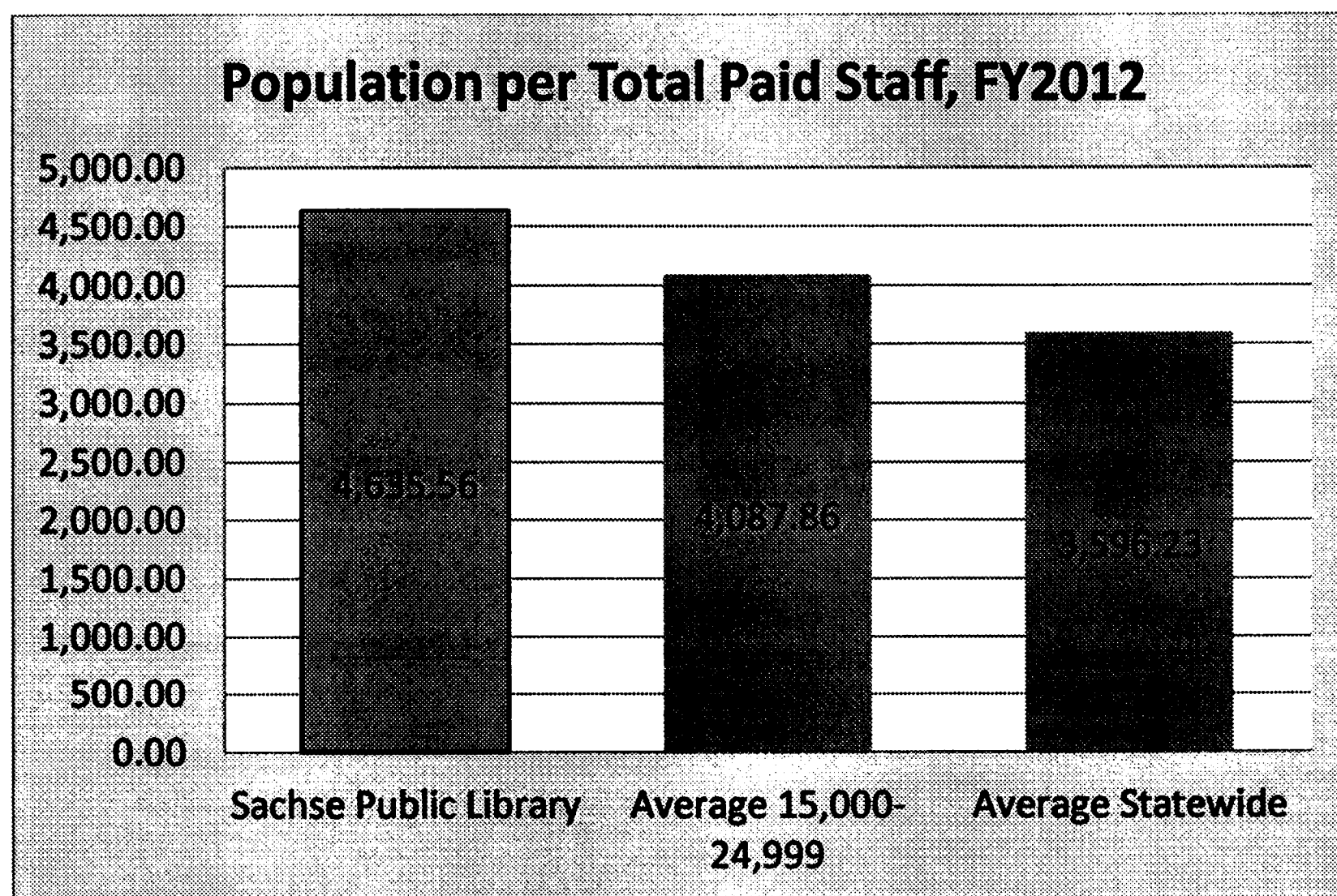
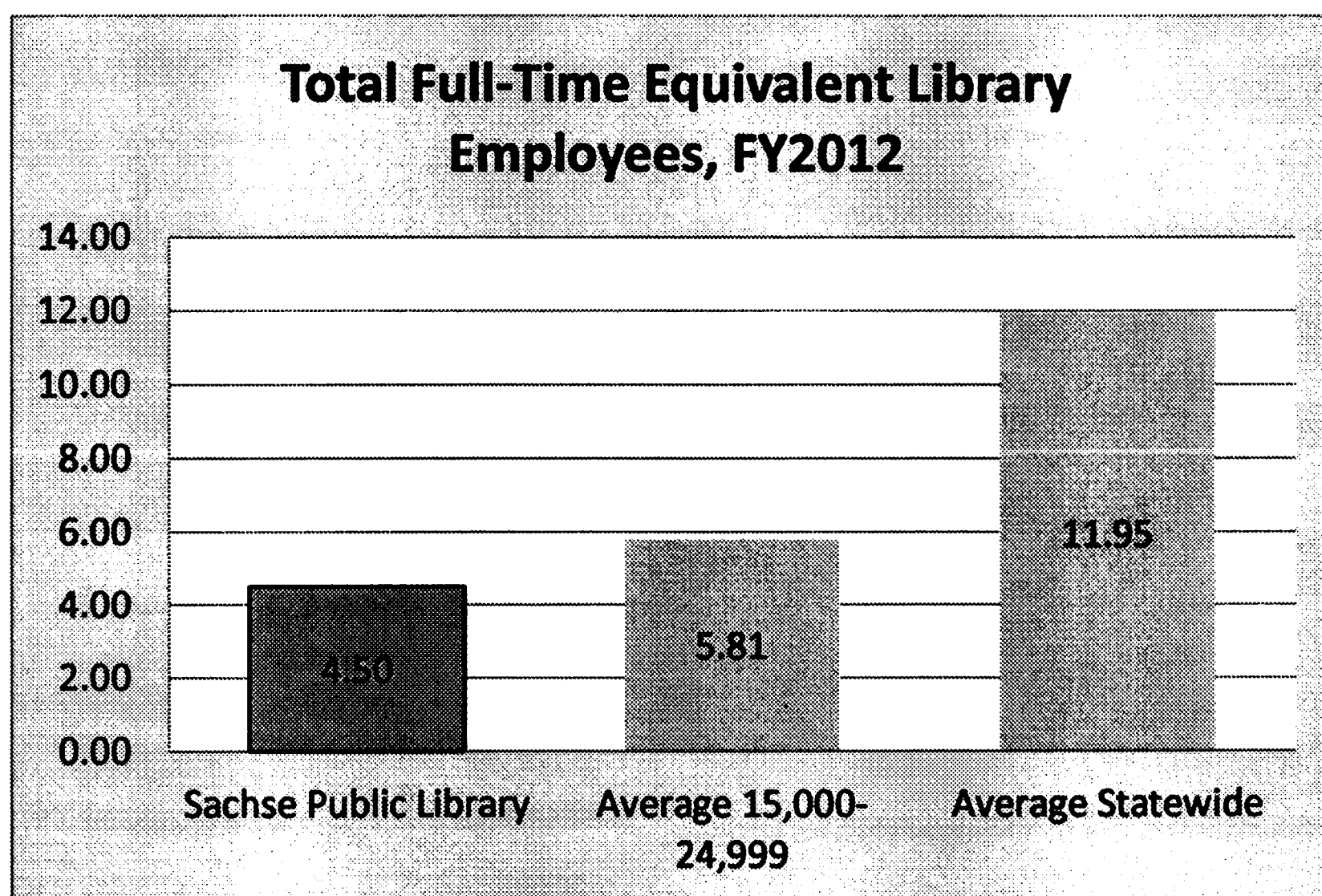
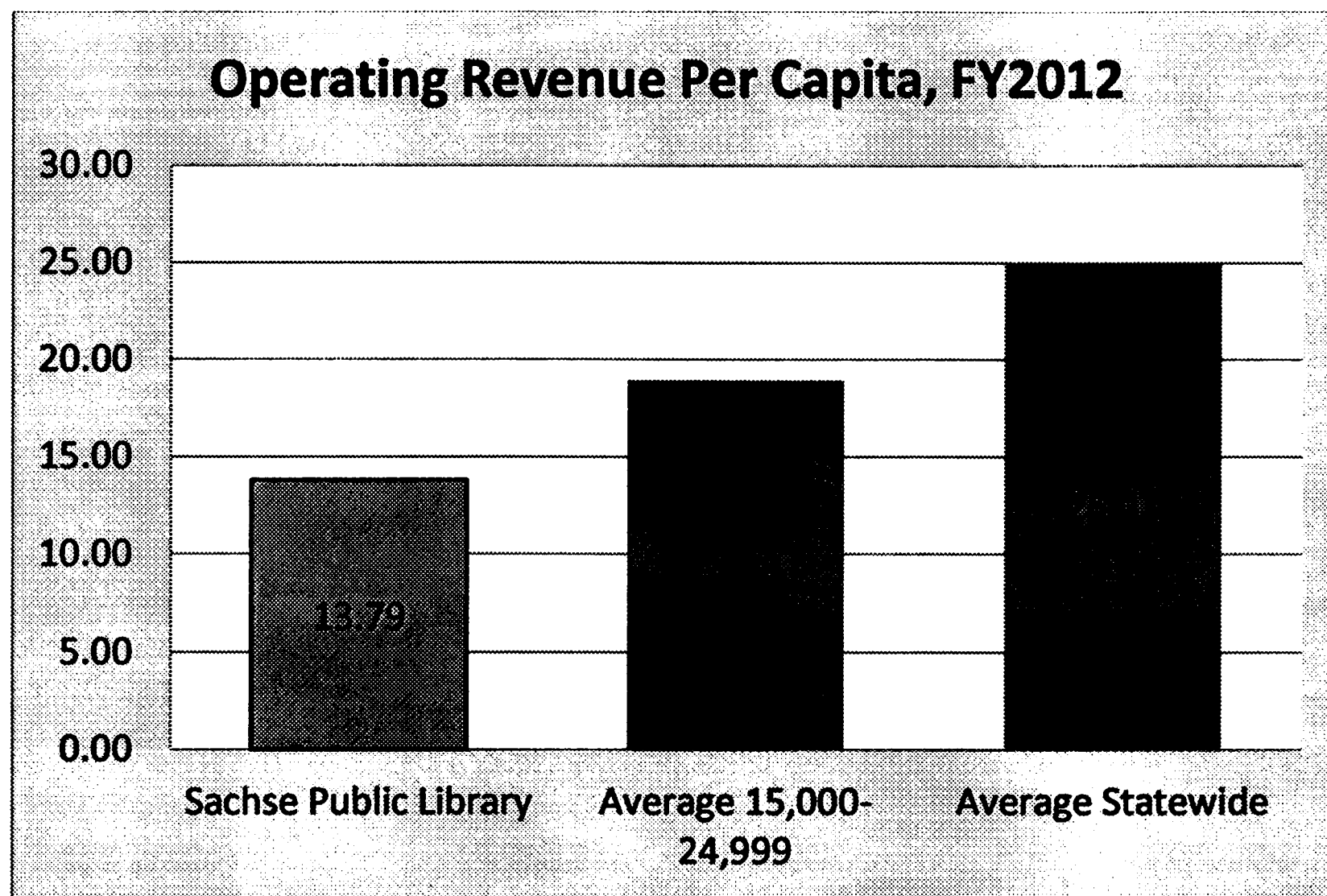


Circulation per Hour, FY2012



Collection Total Items Per Capita, FY2012







Sachse, Texas

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

Legislation Details (With Text)

File #: 14-2467 **Version:** 1 **Name:** Consider policies and fees for City indoor facility reservations.
Type: Agenda Item **Status:** Agenda Ready
File created: 10/2/2014 **In control:** Library Board
On agenda: 10/13/2014 **Final action:**
Title: Discuss and consider recommending the Facility Use Policy amendment to the City Council.

Executive Summary

Discuss and consider policies and fees for City indoor facility reservations. The policy has been amended to address the new audio visual equipment in the library meeting room and a fee for cable rental.

Sponsors:

Indexes:

Code sections:

Attachments: [facility use agreement presentation 102014](#)
[FACILITY USE RULES 10-2014 revision](#)
[FACILITY USE AGREEMENT 10-2014 FORM REV.docx](#)

Date	Ver.	Action By	Action	Result
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Title

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

Executive Summary

Discuss and consider policies and fees for City indoor facility reservations. The policy has been amended to address the new audio visual equipment in the library meeting room and a fee for cable rental.

Background

This policy was originally approved in 2011 by City Council.

Policy Considerations

Staff recommends approving policy changes.

Budgetary Considerations

Fees collected will be given a line item in the revenue budget.

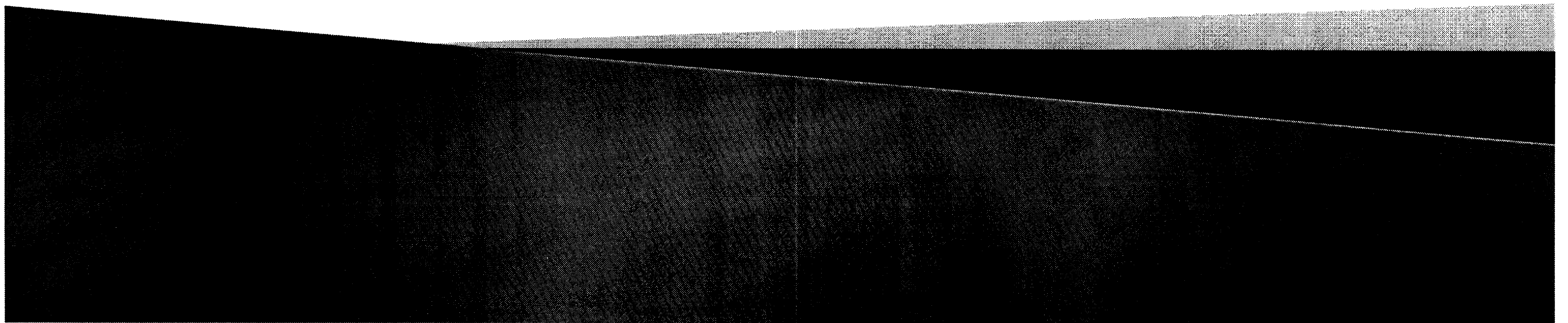
Staff Recommendations

Make a recommendation for City Council regarding the policies and fees for city indoor facilities.

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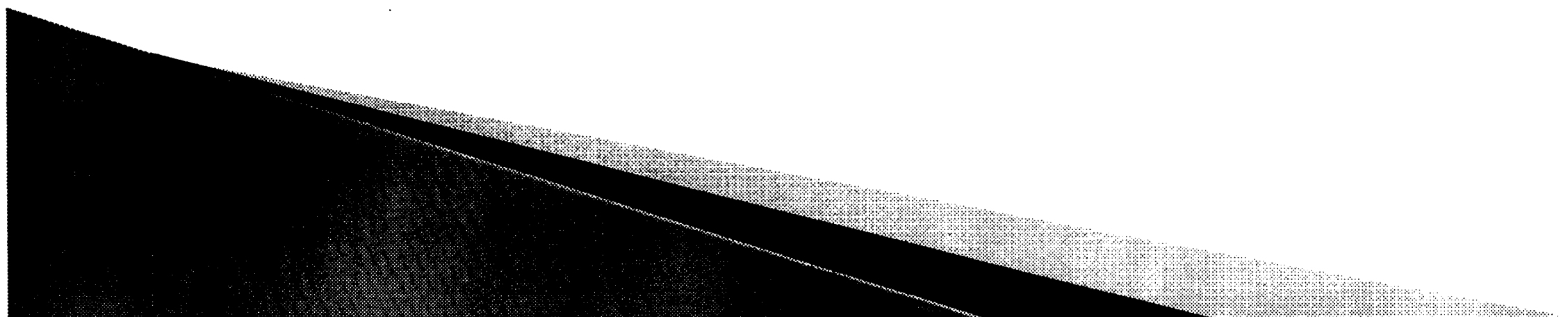
FACILITY USE POLICY

AMENDMENT FOR LIBRARY EQUIPMENT USE



Library Meeting Room Current Policy

- ▶ Approved by City Council November 2011
- ▶ Reservations can only be made by City of Sachse residents. In 2011 the following amendments were made:
 - Rooms available at no cost for Sachse non profit organizations to hold regular business meetings and special meetings and programs.
 - Other groups at a rate of \$25.00 per rental for a maximum of four hours.
 - Required deposits for non profit organizations and for all other groups at a rate of \$25.00 per rental when food IS NOT served and \$50.00 per rental when food IS served.



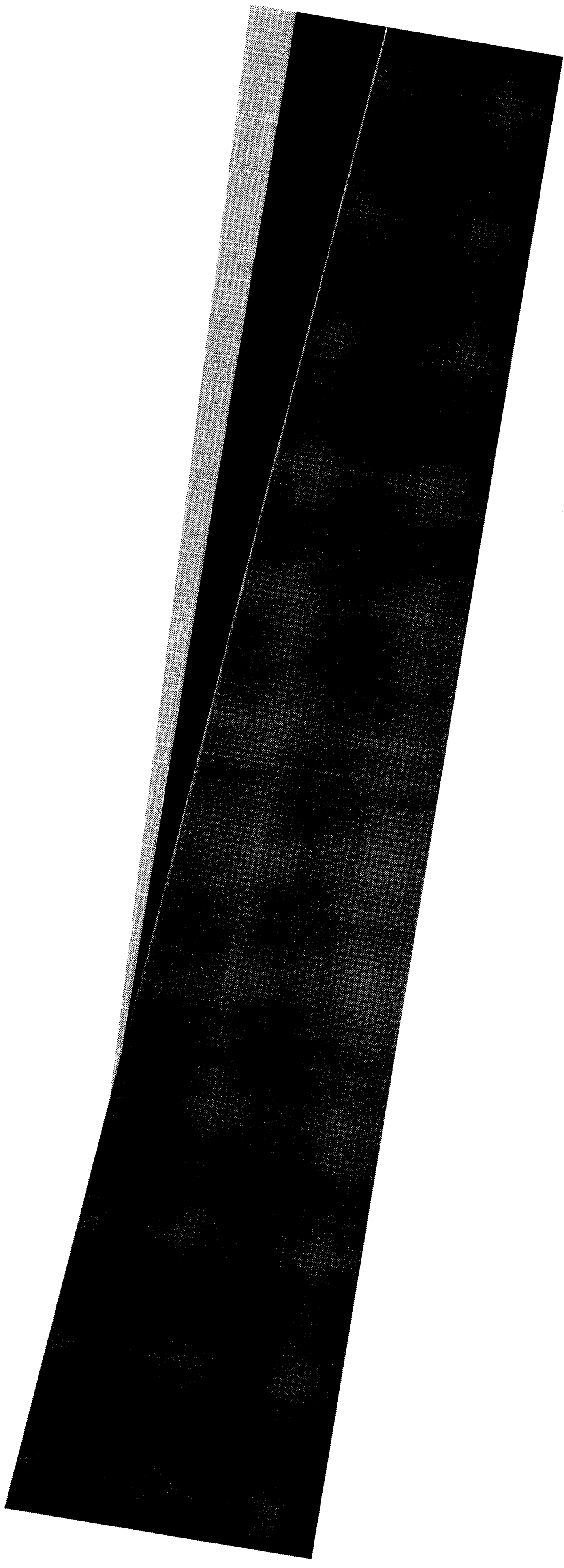
FACILITIES USE POLICY PROPOSED AMENDMENT

- ▶ The library has an audiovisual projector and screen available in the meeting room for groups and individuals who rent the room. Laptops and/or other media devices are not provided.
 - ▶ Viewing copyrighted DVDs in the Library is restricted to those that are fully licensed for public performances. Any organization who uses the equipment to show copyrighted material without proper license will be liable for any copyright infringement.
 - ▶ A deposit of \$15 for equipment use only if library VGA and/or audio cables are used.
- 

FACILITY USE FEES

City	Deposit	Kitchen Use Fee	Room Rental Fee
Sachse Proposed Fee for Senior Ctr. Multipurpose Room	\$100	No fee. Limited Use upon staff approval	\$25/hr
Sachse Proposed Fee for Old City Hall and Library Meeting Room	\$25/ without food served and \$50/with food served	No fee. Limited Use upon staff approval	Non-profits - No rental fee All other groups - \$25/rental PROPOSED \$15 equipment deposit
Flower Mound	\$200	\$20/use	\$50/hr — during business hours \$65/hr after hours rate *Non-resident rates \$60/hr during business and \$75/hr after hours \$50/hr rental fee + \$9/hr staff fee
Lewisville (Residents Only)	\$300	\$25/use	
McKinney	\$100	Included in rental fee	\$25/hr (includes kitchen amenities) * must call for non-resident rate
Wylie	\$100	\$25/hr — Resident rate \$35/hr — non resident	\$25/hr — Resident rate \$35/hr — non resident
Garland		No use of kitchen	\$175/3 hours + \$40 for each additional hour
Allen	\$50 if no food is served \$100 if food is served	No use of kitchen	\$30/hr — during business hours \$50/hr after hours rate

QUESTIONS ?





RENTAL POLICIES/FACILITY USE REGULATIONS

General

Reservations must be made by telephone or in person with the Parks and Recreation Department for use of the Old City Hall and Senior Activity Center meeting room or the Library for use of the Sachse Library meeting room. Reservations can only be made by City of Sachse residents and must be over 18 years of age. Proof of residency is required. City staff has the final approval in granting facility use for activities and reserves the right, after review to refuse future use to any group, organization or individual exhibiting a lack of regard for the policies stated within this agreement. All activities must be completed by 10:00 p.m. and the facilities cannot be reserved during business hours. Any exception to these rules must be designated on the "Facility Use Rental Agreement" and must be approved by staff.

Deposits

A deposit will be collected within one business day of the time the reservation is made. Deposits will be refunded if:

- a. Rooms are vacuumed and tables/counters are wiped down.
- b. Trash is taken to dumpster.
- c. Tables and chairs are put up and placed in their original place.
- d. The reservation ends on time. All activities must be completed by 10:00 p.m.

Cancellation

In order to receive a full refund for a facility rental, notice must be given no less than 2 business days prior to the date of the rental. This shall include a full deposit refund. Refunds may be given under special circumstances when 2 days notice is not given at the discretion of City staff.

Decoration

Confetti or glitter is not permitted. Nothing may be hung or taped on the walls.

Kitchen Use

Use of the kitchen is limited to use of the sink only. You must bring your own utensils, napkins, and cups, etc. The use of the facility kitchen supplies is prohibited. The use of the oven and microwave is prohibited without prior approval from City staff.

Setup/Cleanup

Reservation times must include set-up and clean up time. Each reservation group is required to set up the tables and/or chairs and return them to their original location before departure. Each reservation group is responsible for bringing in their own cleaning supplies and trash bags. The group will be allowed to dispose of trash in the dumpster (located in the facility parking lot). A vacuum will be provided for cleanup after reservation. Each reservation group must vacuum and wipe clean all tables, countertops and ovens. All food brought in must be kept on the hard surface and will not be allowed on the carpeted area with the exception of the Old City Hall meeting room.

Music/Noise Level

Activities generating a level of noise that interferes with other areas in use will not be permitted. Music and amplified sound should not be heard in other rooms that are in use within the building.

Library Equipment Use

- The library has an audiovisual projector and screen available in the meeting room for groups and individuals who rent the room. Laptops and/or other media devices are not provided.
- Viewing copyrighted DVDs in the Library is restricted to those that are fully licensed for public performances. Any organization who uses the equipment to show copyrighted material without proper license will be liable for any copyright infringement.
- A deposit for equipment use only if library VGA and/or audio cables are used.

Alcohol/Tobacco Use

The City of Sachse does not permit alcohol on the premises or property or permit smoking inside the premises or property.

Children/Youth

Adult supervision must be maintained and activities involving minors require a ratio of 1 adult to every 10 children.

Liability

The user is liable for damages occurring during his/her use of the room. The City of Sachse accepts no liability or responsibility for any damage to persons or property arising from the use of the meeting room. Renter is required to be at event at all times.

Rooms Available for Reservation

Rooms available for reservations are as follows (see attached fee schedule for each facility):

- a. Library Meeting Room – this room is available at no cost for regular business meetings, special meetings and programs of Sachse non-profit organizations. Other groups may hold meetings a maximum of 4 times per calendar year based on fees listed below. All reservations in this facility can be held for a maximum of 4 hours per use.
- b. Old City Hall Meeting Room- this room is available at no cost for regular business meetings, special meetings and programs of Sachse non-profit organizations. Other groups may hold meetings a maximum of 4 times per calendar year based fees listed below. All reservations in this facility can be held for a maximum of 4 hours per use.
- c. Senior Activity Center Multi-Purpose Room – this room is available for regular business meetings, special meetings and programs of Sachse non-profit organizations, as well as showers, receptions, etc. Weekday reservations require a 2 hour minimum rental (Monday-Thursday) and weekend reservations require a 4 hour minimum rental (Friday-Sunday).

Facility	Deposit	Room Rental Fees
Library Meeting Room	\$25/without food served or \$50/with food served	Non-profits - No Rental fee; Other groups - \$25/rental
Old City Hall Meeting Room	\$25/without food served or \$50/with food served	Non-profits - No Rental Fee; Other groups - \$25/rental
Senior Activity Center Multi-purpose Room	\$100	\$25/hour



**Parks & Recreation
Department**
(Phone) 469-429-0275
(Fax) 469-429-0274

Sachse Library
(Phone) 972-530-8966
(Fax) 972-495-7682

Facility Use Rental Agreement

Name (must be a resident of Sachse) _____

Address _____ Phone Number _____

Non-Profit Group: Yes No

Facility
Reservation Fees: Refer to the Master Fee Schedule for a List of Fees Regarding Reservations
Old City Hall Meeting Room
Library Meeting Room
Senior Activity Center Multipurpose Room

Date(s) of Event _____ Begin _____ End _____ Total Hrs _____

Special Request _____ Type of Event _____

How many attending (approx.) _____ Group Requesting Rental _____

Library Equipment Use (Projector/Screen and cables only (no laptop)): Yes No

Deposits: \$25 (with/out food) \$50 (with food) \$100 (Senior Ctr.) \$50 (library equipment)

Rental Fee: Yes No Key Checked Out: Yes No

Please keep this form with you while using the facility. This agreement authorizes exclusive use of the facility for the date and time specified to the person named. Please contact the Sachse Police Department if you have any problems that require immediate assistance at 972-495-2271. You may also contact the Parks & Recreation Department during normal working hours (Monday-Friday 8:00-5:00 p.m.) for non-emergency issues at 469-429-0275 or the Sachse Library at 972-530-8966.

I have received a copy of the rental policies and facility use regulations and agree to all the terms therein. I understand that I will be liable for damages that occur during my use of the room and understand that failure to abide by these policies could result in denial of privileges to use these facilities and forfeiture of deposit.

Signature _____ Date _____

Department Use Only

Approved for use as requested: Yes No Reason for Denial _____

Signature (Staff Representative) _____ Deposit Amount _____

Rental Amount Paid _____ Date Paid _____ Form of Payment: Cash Credit Card Check # _____

Condition of Room Following Use: Satisfactory Unsatisfactory

If Unsatisfactory, describe _____

Date Key Returned _____ Date Deposit Returned _____



Sachse, Texas

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

Legislation Details (With Text)

File #: 14-2465 **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: 10/2/2014 **In control:** Library Board

On agenda: 10/13/2014 **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: September 2014 Stats
Sachse PL Annual Report FY 2014

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

September 2014

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

Collection

Number of Titles	40,169		43,935	
Number of Copies	38,953		43,246	
Number of New Copies	382	4,709	592	5,637
Number of Items Removed	613	2,821	133	1,344
Donated Items Added	117	1,141	71	1,429

Patrons

Number of Patrons	9,735		10,852	
Number of New Patrons	98	1,134	109	1,133
Number of Patrons Removed	3	37	2	17

Circulation

Total Circulation	7,224	91,461	9,864	101,076
Books	4,977	62,481	7,105	67,781
DVDs & Blu-Ray	2,057	26,840	2,185	27,996
E-Books			293	2,255
Audio CDs	141	1,724	227	2,490
Music CDs	15	70	1	29
Business Library	6	196	20	223

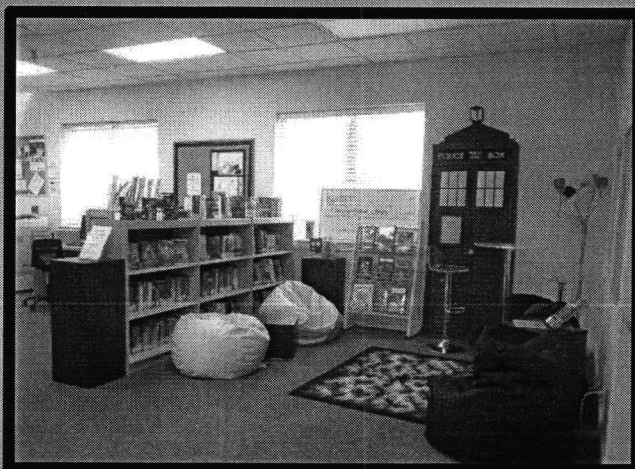
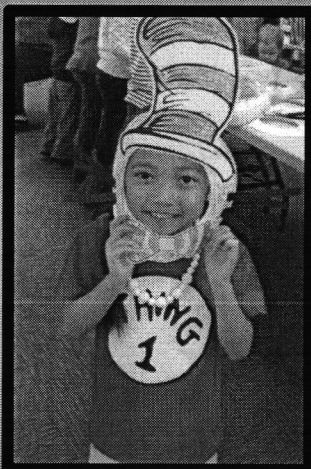
Programs and Services

Number of Internet Sessions	706	9,092	612	7,435
Number of Programs	6	97	10	111
Program Attendance	338	5,161	401	5,805
Interlibrary Loans	27	173	33	306
Number of Volunteer Hours	38	1,552	71	1,078

Door Count	4,000*	36,472	3,936	40,030
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Programs

	Date	Attendance
Pajama Storytime	02-Sep	15
Learn About Archery	04-Sep	10
Storytime	04-Sep	31
Cooking for Teens and Tweens	09-Sep	16
Storytime	11-Sep	67
Authors Group	16-Sep	7
Storytime	18-Sep	141
crafts	23-Sep	14
Storytime	25-Sep	57
Civil War	30-Sep	43
Total		401

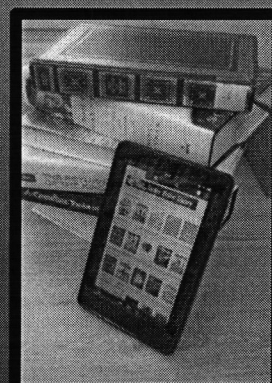


Sachse Public Library

Annual Report



2013-2014



IMPORTANT STATISTICS FOR FY 2014

October 2013 to September 2014

Population of Sachse

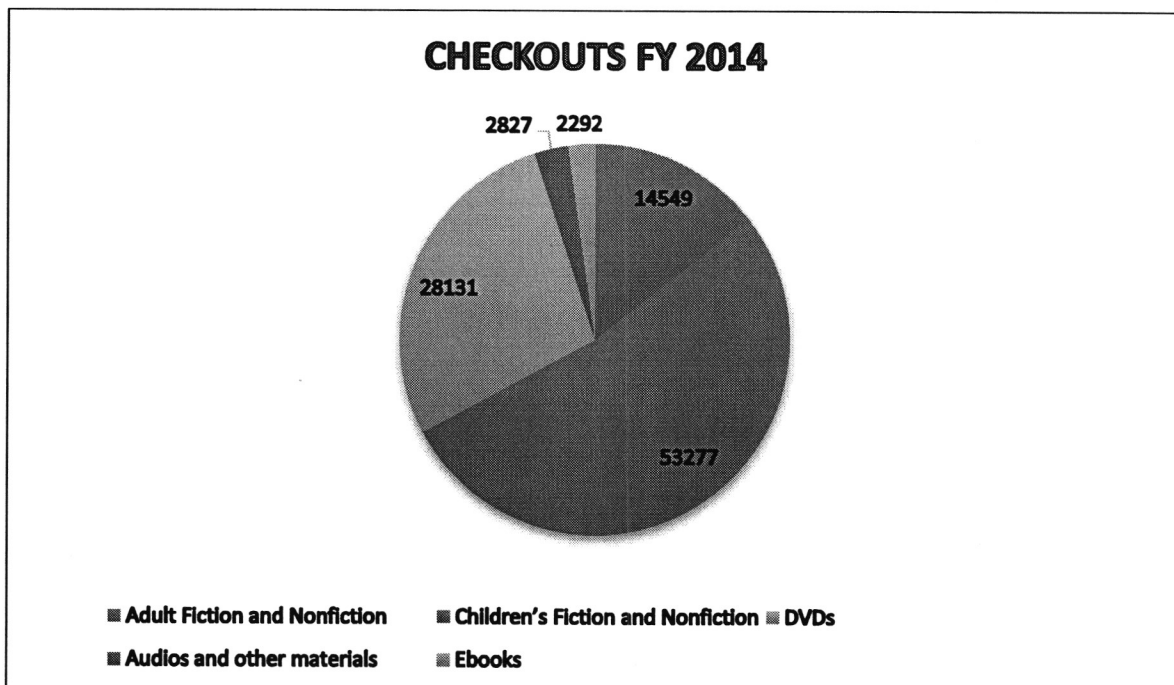
21,500

People entering the library building

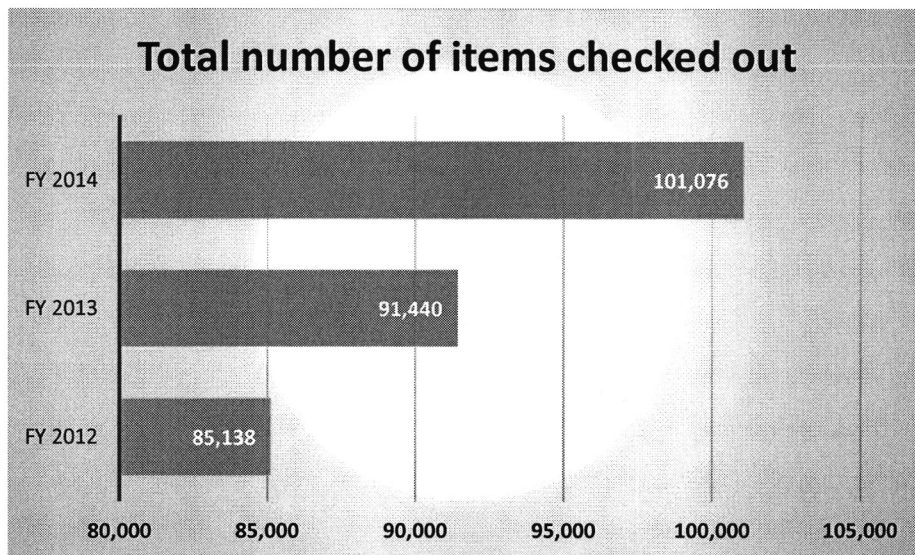
40,300

Number of visits to the Library's website during FY 2014

17,112

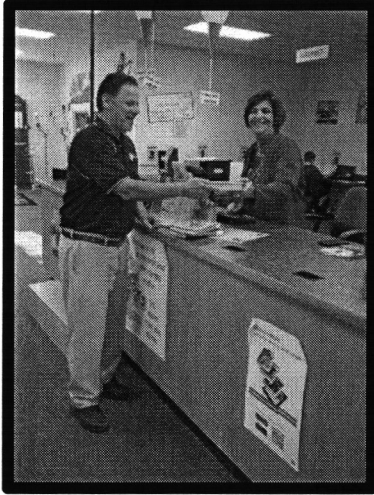


	FY 2012	FY 2013	FY 2014
Total number of items checked out	85,138	91,440	101,076
Adult Fiction and Nonfiction	13,884	14,012	14504
Children's Fiction and Nonfiction	43,560	48,219	53277
DVDs	25,204	26,840	27996
Audios and other materials	2,490	2,390	3007
Ebooks	0	0	2292



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

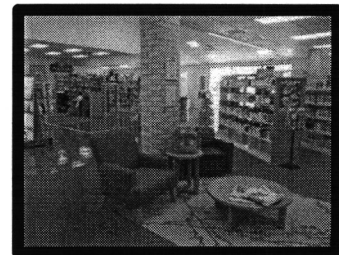


computers in their homes. Free wireless access is popular with the patrons who bring their own laptops to the library. The library is one of the few places that offer free public access to the internet in Sachse and the only place in town that offers free computer usage.

This year brought some positive changes to the library with grant funds and city funds. Library staff received a grant from the Hancher Foundation for \$25,000 that allowed the library to create a small teen area, add shelving to the DVD area, furniture to the children's area and enhance the juvenile /young adult book collections. Council approved funds to start an e-book collection in Sachse.

The circulation record was broken in June with the highest number of checkouts ever in a single month (11,309). Another record breaker was the number of checkouts the Library had in FY 2013 (91,461). In FY 2014, the library had 101,076 checkouts, an increase of 11%.

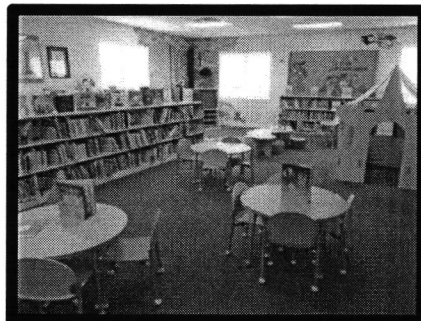
Community support is phenomenal in Sachse. The Library gets coverage in the Sachse News on a weekly basis and often makes the front page with event coverage. Citizens donated 1,429 books that were added to the collection. The library's web page received more hits than any other page on the City's website with the exception of online billing.



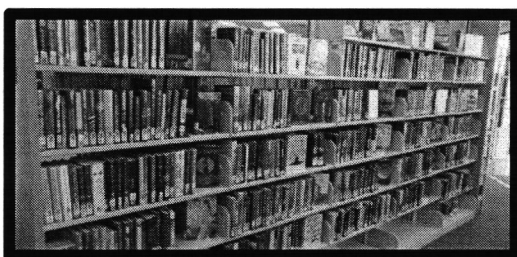
The monthly calendar is available on the City's website and in the library. It provides citizens with information on library programs and announcements. In addition, the Library Manager publishes a weekly column in the Sachse News and the library staff maintains a Facebook page which can be found under Sachse Public Library. Other information resources include the City's biannual Parks and

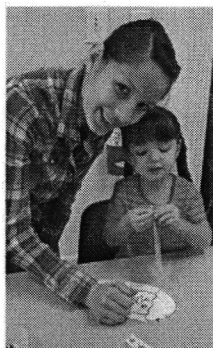
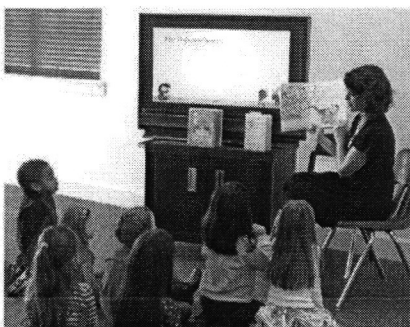
Recreation bulletin and program announcements on the Chamber of Commerce website.

The library staff began offering three new programs this fiscal year. The goal of this year was to expand programs to reach different demographics. The three new programs that started were Pajama storytime, Teen Library Club, and the Writer's Group (SWAG). Pajama Storytime is offered during the school year and open to families with children of all ages. The goal of the program is to reach children who are already in school and cannot attend preschool story time. This program is on the first Tuesday of the month during the school year. Teen Library Club is held on first Tuesday's as well and open to tweens and teens. The writer's group for anyone who is interested in being published or just writing for fun! This group started in October 2013 and they meet on the third Tuesday's of each month.

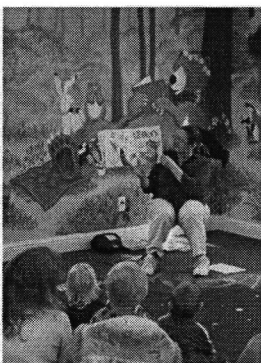


Council approved funds from the campus fund in September 2014. The library had audio visual equipment installed in the meeting room in late September. The equipment will be used for presentations, programs, and movies for city staff and the public. This is a great addition to our meeting room. Library staff celebrated the first time for the library to exceed 100,000 checkouts in a fiscal year on September 29th! This is a great milestone for the library.

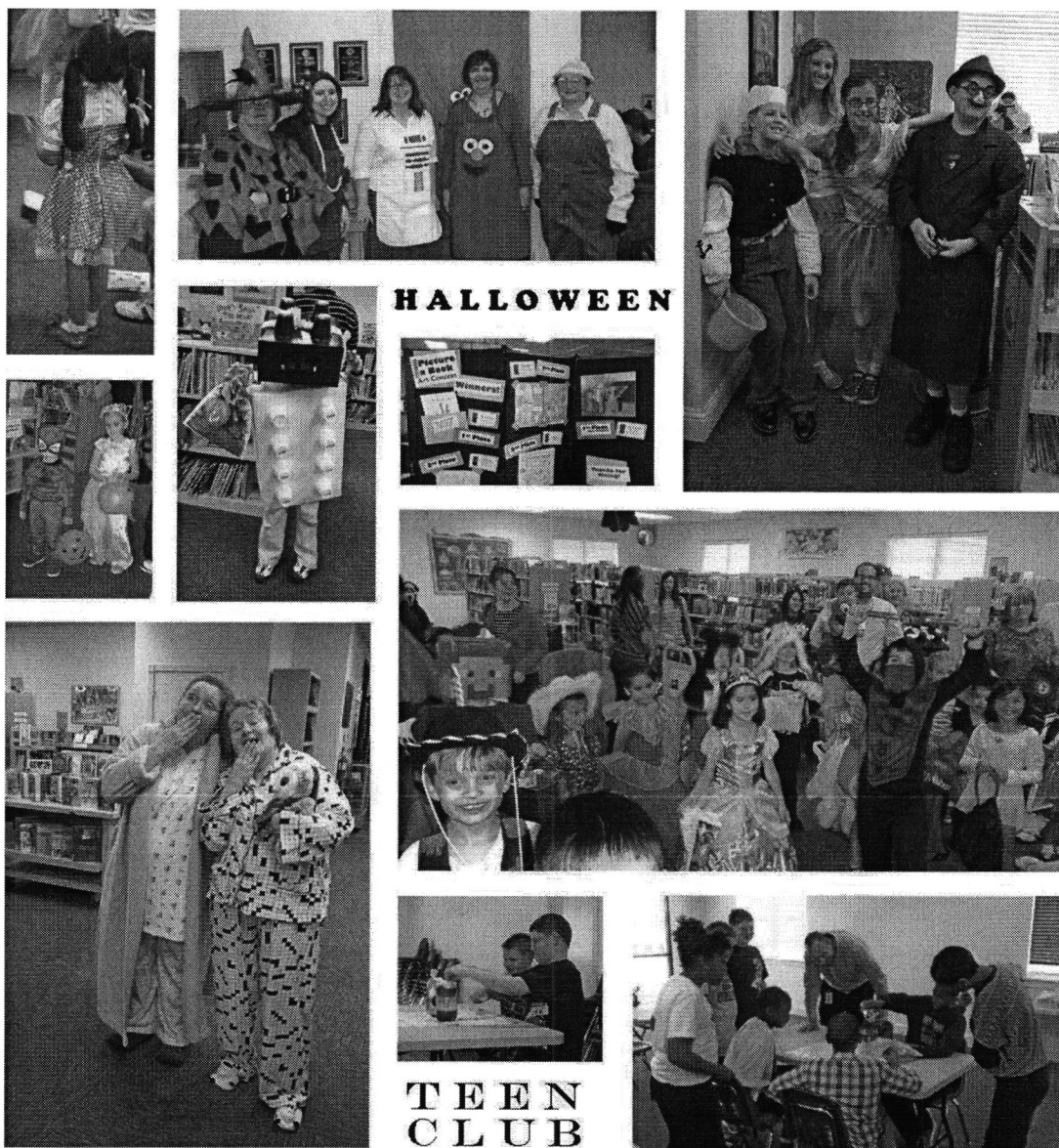




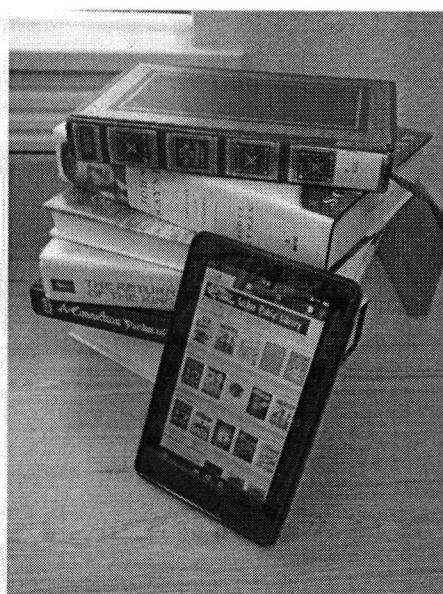
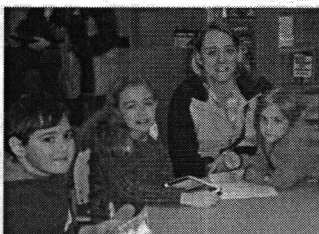
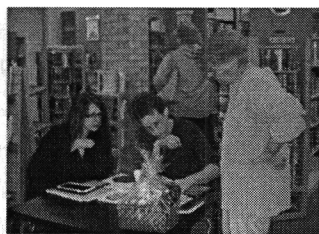
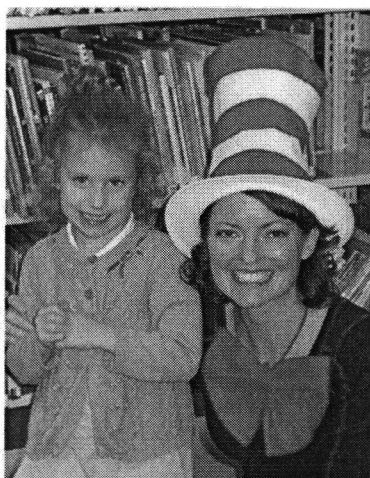
STORY TIME



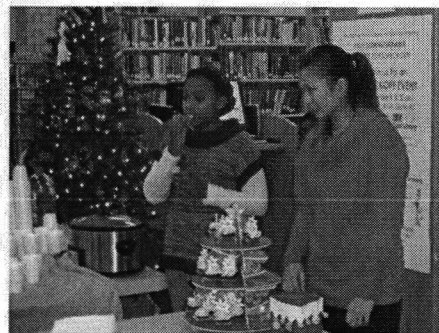
Story time for preschoolers is offered throughout the school year. This year the library had some special guests: miniature horses, dairy cow, tractor, patriot paws, a goat, and much more. Story time attendance increased by 38% with over 1800 participants this fiscal year compared to last year.



The library's traditional Halloween costume contest and trick or treat entertained over 100 children. In addition the library began three new services in October. Patrece King, library volunteer and former library board member, began a Teen Library group in October 2013. The group meets on the first Tuesday of each month during the school year. Library staff is now offering pajama story time on the first Tuesday evening of each month. A writer's group was formed last October as well and it is going strong and being led by Ruth Glover, library volunteer and Friends of the Library officer.



E-BOOKS

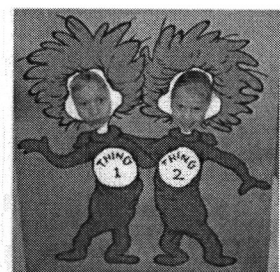
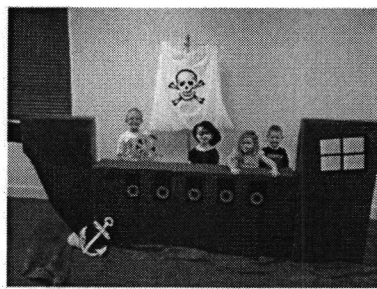
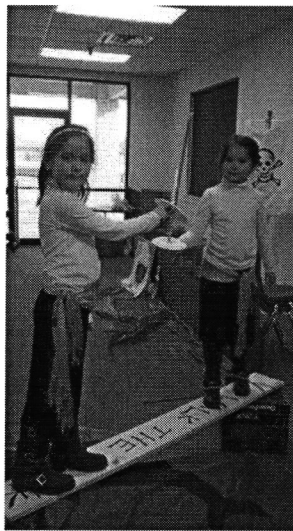


STORYTIME WITH SANTA



December began with the E-book Kickoff party. The library now offers downloadable e-books for checkout to anyone with a library card. It was followed by the traditional Santa visit. The library held its annual supply drive for the Sachse Animal Shelter in December.





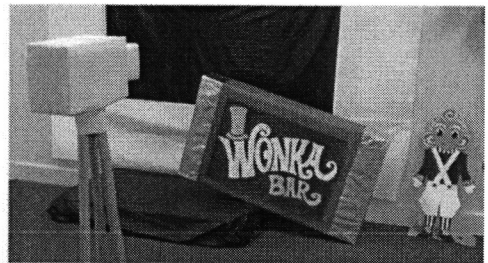
PIRATE PARTY



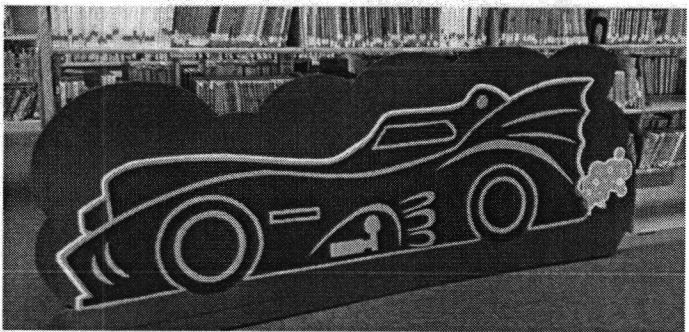
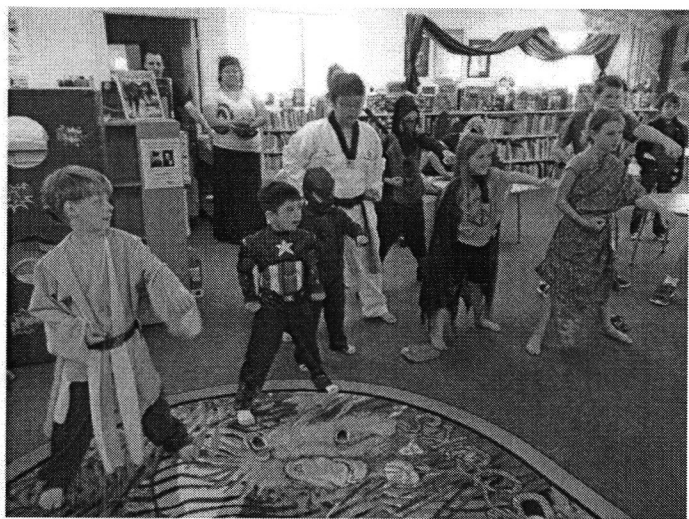
DR SEUSS



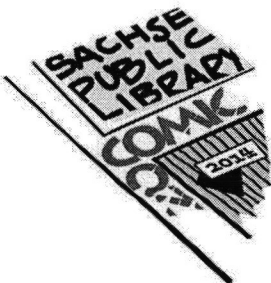
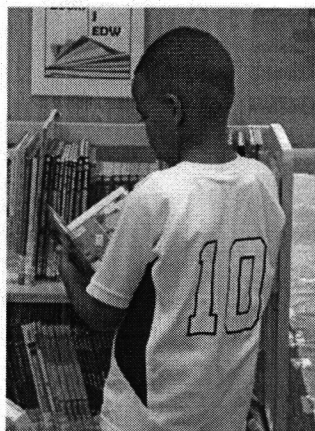
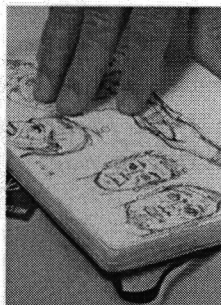
WILLY WONKA VALENTINE'S DAY



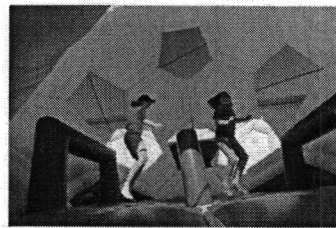
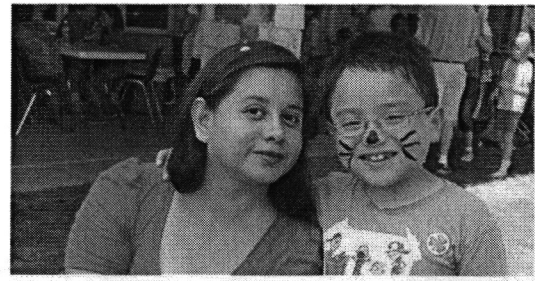
January brought a Pirate Party to the Library where the attendees sailed the seven seas and learned to walk the plank. Library staff decided to change the Valentine celebration to Willy Wonka style in February with over 100 people in attendance. March brought a celebration of Dr. Seuss's birthday and his ever-popular books for children.



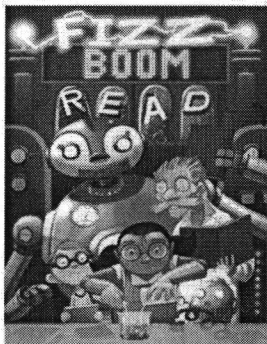
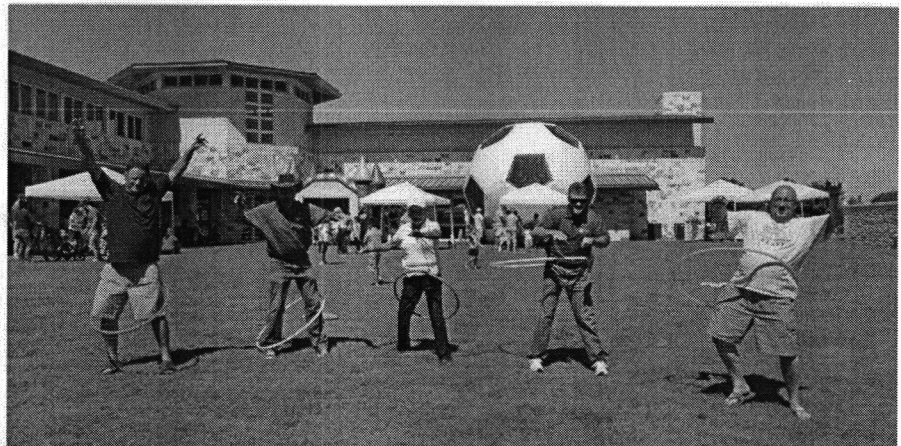
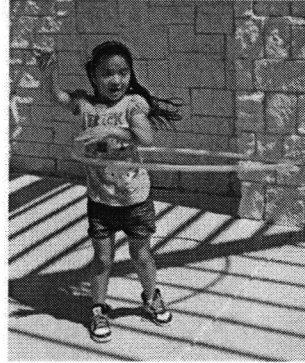
**COMIC
CON**



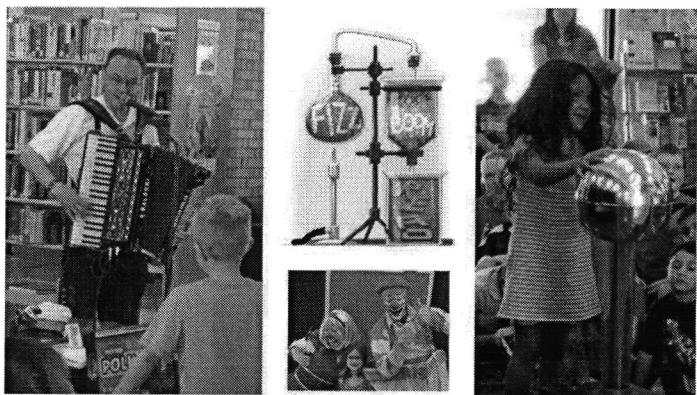
In May, the library hosted its first-ever Comic Convention, featuring martial arts instruction, a local webcomic artist, comic book history and cosplay characters and props—bringing in kids and adults alike to celebrate great characters in books, comics, television and film.



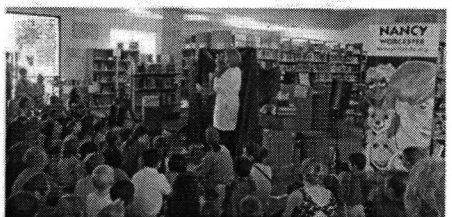
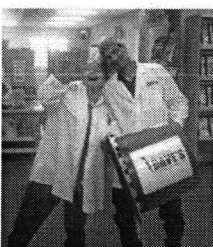
KICKOFF



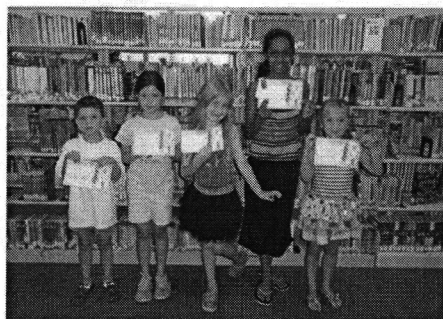
Summer is the Library's busiest time of year. The Library hosted a successful summer reading kickoff in June with over 450 people attending the program. Approximately 2400 people attended our summer programs in total this year.

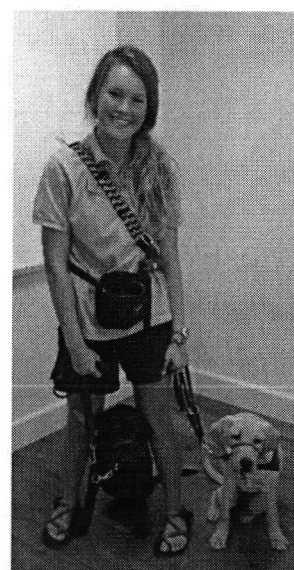
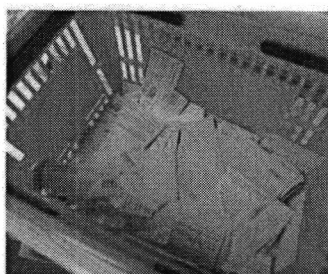
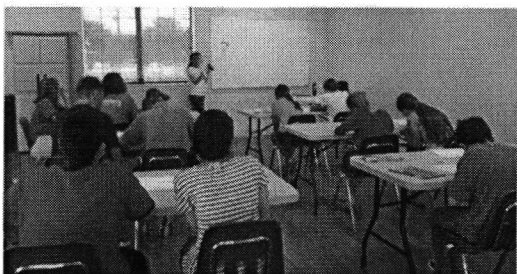
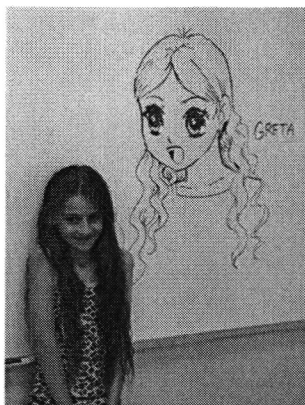


SUMMER READING

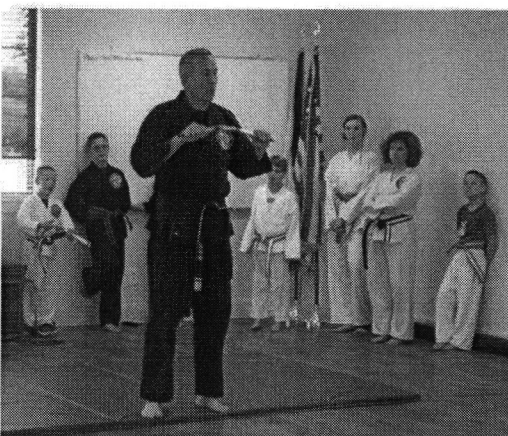
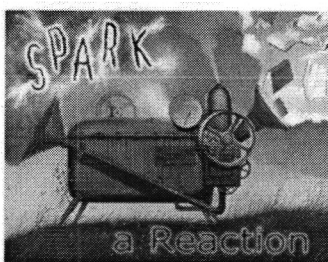


Library staff registered 923 people for our Summer Reading Clubs this year: 208 adults, 89 teens, and 626 children. The adults and teens read a total of 468 books, while the children logged 193,837 minutes of reading. (That's over 3,230 hours!)

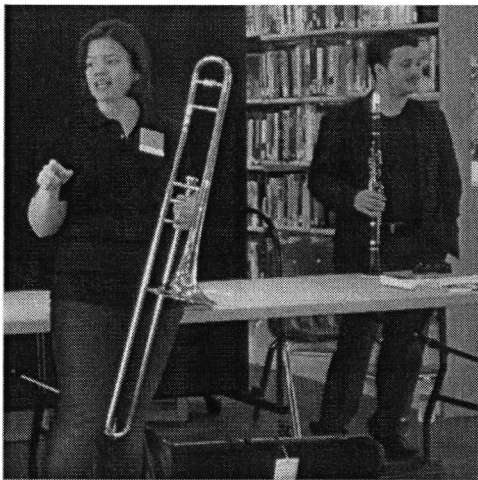




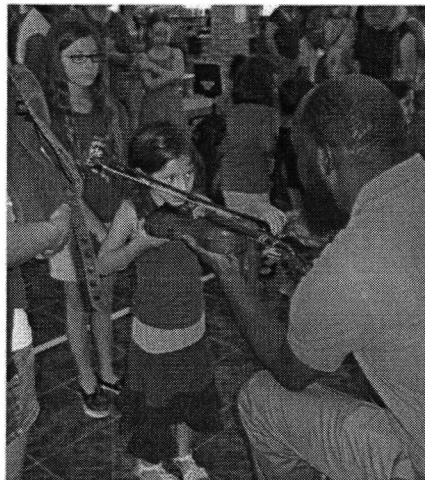
TEEN SUMMER READING



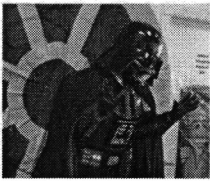
In addition to our reading program for teens, this year the library added six programs for teens to our summer schedule. Teens and Tweens got to learn about fascinating subjects—Manga, weather, martial arts, fire science, folk art and raising guide dogs—from people right here in our own community.



GARLAND SYMPHONY ORCHESTRA

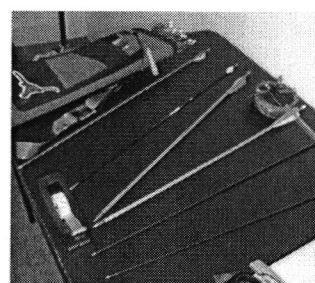
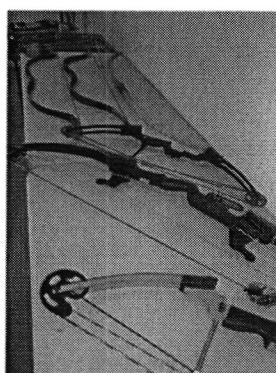


FROZEN



STAR WARS PARTY

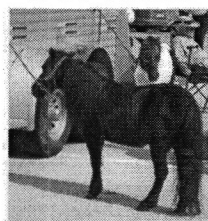
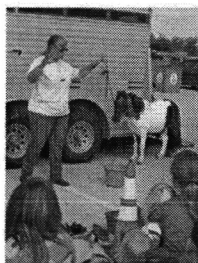
The library continued children's programs into August with a hands-on music program from the Garland Symphony, a showing of the popular Disney movie *Frozen*, and the library's second Star Wars Celebration, where the attendees dressed in their favorite Star Wars character attire and had a blast with games and crafts.



ARCHERY



COOKING



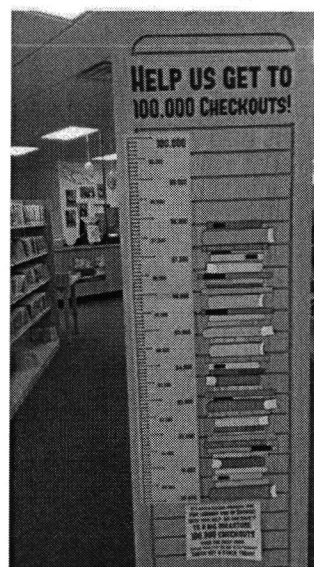
MINIATURE HORSES



100,000 CHECKOUTS!



CIVIL WAR HISTORY



September wraps up the year with National Library Card Signup Month. The library offered programs for all ages throughout the month with the highlight being a cooking program for tweens and teens, miniature horses at story time, and a family program on Civil War history. The library broke a record this fiscal year with over 100,000 checkouts.

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.
- Walmart Grant for \$1000

ACKNOWLEDGEMENTS

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

Library Board

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

Friends of the Library

- Mike Vanbuskirk, President
- Betty Landon, Treasurer
- Ruth Glover, Secretary

Library Staff

- Mignon Morse, Library Manager
- Ellen Ritchie, Librarian
- Merrilee Rogers
- Pat Davis
- Tammy VanBuskirk
- Toni Kelly