



City of Sachse, Texas

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

Meeting Agenda Library Board

Monday, October 12, 2015

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, October 12, 2015, 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 and Pledge of Allegiance to the U.S. and Texas Flags.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

2. Regular Agenda Items:

[15-3063](#) Consider approval of the minutes of the September 14, 2015 meeting.

Attachments: [September 14, 2015 Minutes](#)

[15-3061](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Attachments: [Annual Report FY 2015](#)

[September 2015](#)

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

4. 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 7, 2015; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Legislation Details (With Text)

File #: 15-3063 **Version:** 1 **Name:** September 14, 2015 Library Board Minutes
Type: Agenda Item **Status:** Agenda Ready
File created: 10/6/2015 **In control:** Library Board
On agenda: 10/12/2015 **Final action:**
Title: Consider approval of the minutes of the September 14, 2015 meeting.
Sponsors:
Indexes:
Code sections:
Attachments: [September 14, 2015 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the September 14, 2015 meeting.

Executive Summary

Review and consider approval of the minutes of the September 14, 2015 Library Board meeting.

Background

Consider approval of the Library Board minutes for the September 14, 2015 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Recommend approval of the minutes of the September 14, 2015 meeting.

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

**Regular Meeting Minutes
Monday, September 12, 2015 at 6:30 p.m.**

Attendance: Billy Ketner, Dia Rhoden, Ruth Glover, Dixie Scogin, Sean French, Sean Hunt, and Destin Blais, Blais & Associates.

Absent Board Members: Robert Rodgers

Meeting called to order 7:00 PM by Library Board Chair Billy Ketner

- 1. Invocation and Pledge of Allegiance to U.S. Flag and Texas flag.**
- 2. Regular Agenda Items**

AGENDA ITEM Consider approval of the minutes of the August 10, 2015 meeting.

Minutes were approved unanimously with one change. Sean Patrick Hunt was present at the August meeting.

AGENDA ITEM Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

There was a volunteer reception on August for all the summer volunteers. The fall volunteers will start in mid-September. Explore Horizons provided a Magic Tree House event in August. Circulation has increased every month in FY 2015 through August.

The Board discussed cancelling the December 2015 meeting and unanimously agreed to do so. The Library will host a ballet of the Nutcracker that evening. Board members were invited to attend the Council meeting for a presentation of the Hancher Grant.

RFID tagging for the library's collection will begin in October. Funds were approved for this project in May 2015 by council.

- 3. Discuss the Library's 2015-2016 proposed budget and the Hancher Grant.**

The Library will have an additional \$19,000 for materials in FY 2016 for a total materials budget of \$69,000. In addition, the library will begin offering credit card payments to patrons along with a color copier.

Destin Blais from Blais and Associates attended the August meeting. Mignon updated the Board on the Hancher grant. The grant was for \$25000 and will be used to replace laptops in the computer lab and build an e-audiobook collection. E-audio books are expensive. The more popular authors cost \$80 to \$90. The board asked about other grant possibilities. Mignon

explained that the library cannot apply for some grants such as the James Dobie grant because it is for libraries that serve smaller populations.

4. Library board announcements regarding special events, current events, and local achievements.

The Sachse Public Library will be presented with a \$27,000 Hancher Library Grant during tonight's City Council meeting. Library board members are attending in support of Library Manager, Mignon Morse.

5. Adjournment.

Library Board Chair motioned to adjourn the meeting at 7:05 p.m.

Attest:

Approve:

Secretary

Chairman



Legislation Details (With Text)

File #:	15-3061	Version:	1	Name:	Library Manager's Report
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/5/2015	In control:		In control:	Library Board
On agenda:	10/12/2015	Final action:		Final action:	
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Annual Report FY 2015 September 2015				

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

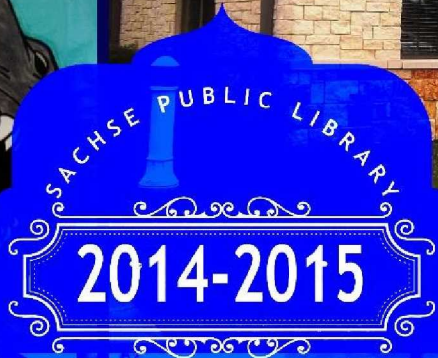
N/A

Budgetary Considerations

N/A

Staff Recommendations

This is a discussion item only. No action is necessary.



IMPORTANT STATISTICS FOR FY 2015

October 2014 to September 2015

Population of Sachse

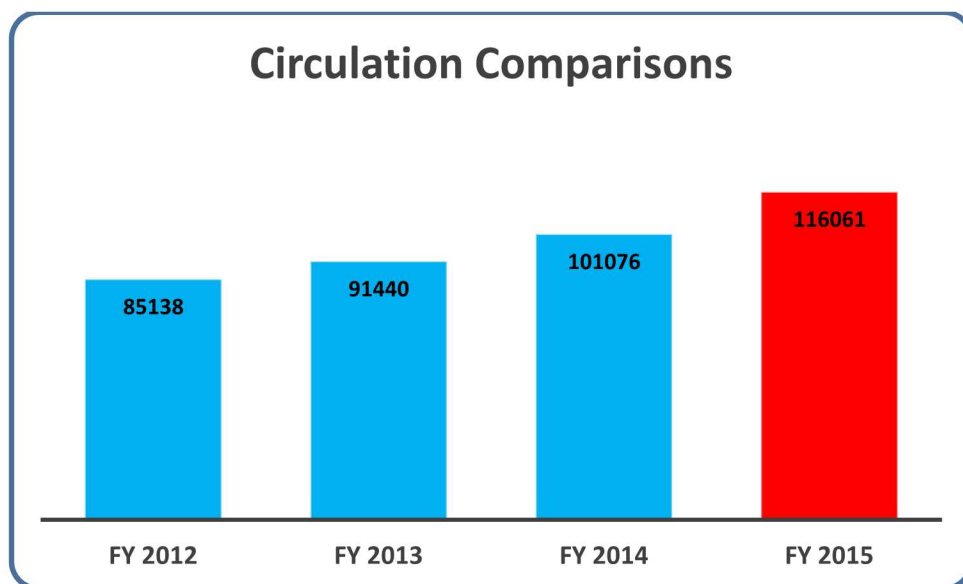
23,000

People entering the Library Building

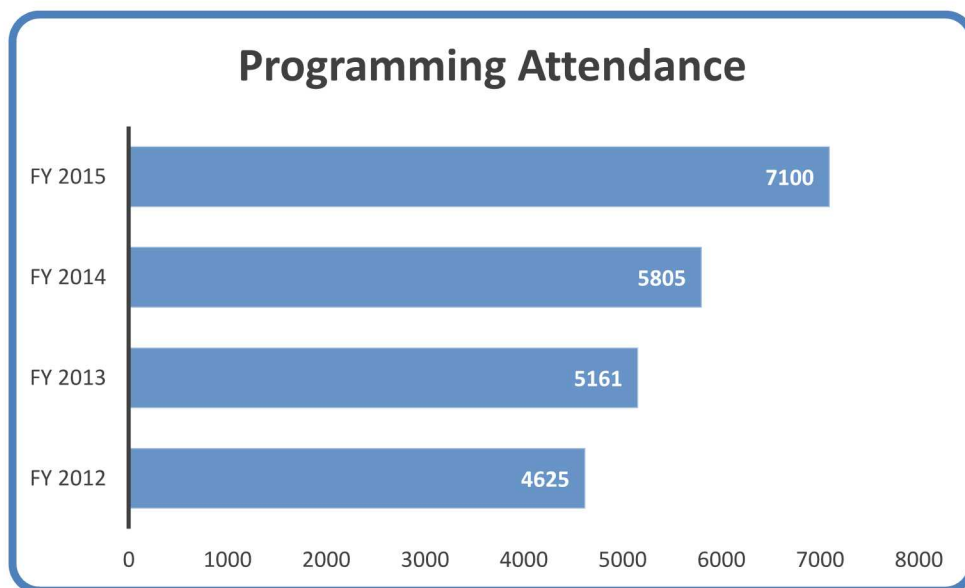
49,724

Number of People Attending Programs

7,100



	<i>FY 2012</i>	<i>FY 2013</i>	<i>FY 2014</i>	<i>FY 2015</i>
Total number of items checked out	85,138	91,440	101,076	116,061
Adult Fiction and Nonfiction	13,884	14,012	14,504	13,675
Children's Fiction and Nonfiction	43,560	48,219	53,277	67,306
DVDs	25,204	26,840	27,996	28,925
Audios and other materials	2,490	2,390	3,007	3,058
Ebooks	-	-	2,292	3,046



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. The City Council approved funds to purchase RFID. Tagging and installation of the new equipment will begin in October 2015. In addition, the Library received a grant from the Hancher Foundation to replace the laptops and self-reserve station for the

computer lab and to build an e-Audio book collection. Lettering with the Library's name was added on the eastside of the building to enhance the library's visibility.

In June 2015 we broke our circulation record with the highest number of checkouts ever in a single month with 13,388 checkouts. Another record breaker was the number of checkouts the Library had in FY 2015 (116,061), an increase of 15%. The heaviest usage is children's books with over 67,000 checkouts. Our 3M E-Books have become very popular with our patrons over the year and have seen a 33% increase in usage.

We also provide our patrons with access to books from libraries all over the country through interlibrary loans. This service allows us to offer our patrons options beyond our own collection. This FY we increased our interlibrary loan usage by 60%.



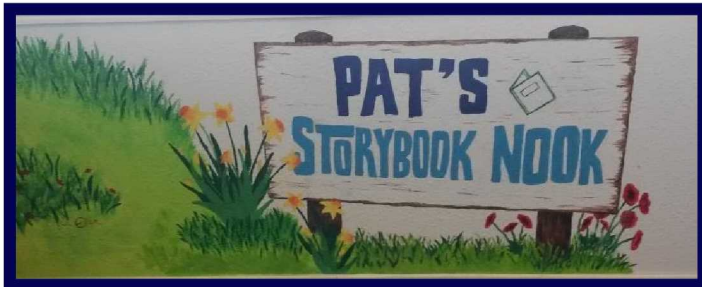
Community support is phenomenal in Sachse. The Library gets coverage in the Sachse News on a weekly basis and often makes the front page with event coverage. Citizens donated 1,357 books that were added to the collection.

The monthly calendar is available on the City's website and in the Library. It provides citizens with information on library programs and announcements. In addition, the Library Manager publishes a column in the Sachse News and 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.



Council approved funds from the campus funds in September 2014 to purchase audiovisual equipment for the library's meeting room. Installation occurred in late September. This new equipment allows users to connect laptops wirelessly and projects onto the twelve foot screen retractable screen. The equipment is used for presentations, programs, and movies for city staff and the public. This is a great

addition to our meeting room and offers citizens access to twenty-first century tools.



The Library experienced several staffing changes throughout the fiscal year. In February, Merilee Rogers

retired from the City with 10 years of service. March brought more changes when Pat Davis, dedicated library clerk with ten years of service to the City, lost her life to cancer. The City Council approved the naming of the Library's story book nook in her memory.

Ellen Ritchie, librarian for nine years, left to become a library director in another city. Tammy VanBuskirk promoted to that position in May. Three new part-time staff members were hired between March and June. The fiscal year has been one of change and growth while welcoming new staff to the library and bonding as a new team.





Story time for preschoolers is offered throughout the school year. This year the Library had some special guests: miniature horses, a tractor, Patriot Paws, a goat, and much more.



The Library's traditional Halloween costume contest and trick or treat entertained over 120 children. There were treats and games available for everyone. The children participated in a costume contest too.



The Library hosted a Thanksgiving feast just before the holiday with over 57 in attendance. It was followed by the traditional Santa visit on December 4. Each child had an opportunity to visit with Santa and express their wishes and receive a book. Library staff also collected items for the animal shelter during December.





The Friends of the Sachse Public Library and the Sachse Public Library hosted its first Sachse Author Con on May 19th from 6:00 p.m. to 8:00 pm. This celebration of twenty local authors featured titles ranging from children's picture books to young adult, as well as a variety of adult genres, including inspirational nonfiction, thriller and suspense novels. There were over 100 people in attendance.



January brought a Pirate Party to the Library where the attendees sailed the seven seas and learned to walk the plank. Library staff continued with the Willy Wonka style Valentine celebration in February with over 130 people in attendance. March brought a celebration of Dr. Seuss's birthday and his ever-popular books for children.



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



Summer Reading Club 2015 was a great success with over 1000 registrations. Wacky Wednesday movie days were such a success they were extended through August. The program's grand finale week included free burgers from In-N-Out Burger and a cupcake decorating contest for the tweens and teens. They all did a great job and had lots of fun while learning new decorating techniques. The final program was a Petting Zoo with an estimated 400 attendees for the event. Overall there were 3,100 attendees for the Summer Reading Club 2015 events.



The Library continued children's programs into August with our second Star Wars Celebration, where attendees dressed in their favorite Star Wars character attire and had a blast with games and crafts. Harmonic Motions, a children's ballet group, offered citizen's two performances of the play Frozen.

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 events to individuals, businesses, and community groups

Awards and Grants

- Texas Municipal League Award.
- Hancher Grant 2015 for \$27,000 to replace laptops and build an e-audio book collection. Purchases will be made in FY 2015-16.
- Donation of \$2,200 from Pat Davis's memorial fund for books
- Donation of \$2,500 from Allied Waste for books
- Donation of \$3,000 from the Friends of the Library for books

ACKNOWLEDGEMENTS

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

Library Board

- Robert Rodgers - Chairman
- Dia Rhoden - Secretary
- Sean Hunt
- Sean French
- Billy Ketner
- 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
- Tammy VanBuskirk, Technical Services Librarian
- Toni Kelly
- Jannice Blaylock
- David Davila
- Katie Saturnino



Departmental Report

September 2015

Fiscal Year 2014		Fiscal Year 2015	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	43,935		38,348	
Number of Items	43,246		39,849	
Number of New Items	592	5,637	814	6,399
Number of Items Removed	133	1,344	780	7,450
Donated Items Added	71	1,429		1,665
Number of E-Books				
Number of New E-Books				519

Patrons

Number of Patrons	10,852		11,975	
Number of New Patrons	109	1,133	118	1,139
Number of Patrons Removed	2	17	0	16

Circulation

Total Circulation	9,864	101,076	10,539	116,031
Books	7,105	67,781	7,234	80,887
DVDs & Blu-Ray	2,185	27,996	2,576	28,925
E-Books	293	2,255	278	3,018
Audio CDs	227	2,490	192	2,497
Music CDs	1	29	1	15

Programs and Services

Number of Internet Sessions	612	7,435	449	6,105
Number of Programs	10	111	8	125
Program Attendance	401	5,805	349	7,100
Interlibrary Loans	33	306	64	489
Number of Volunteer Hours	71	1,078	106	1,060

Door Count	3,936	40,030	4,100	49,724
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Programs

	Date	Attendance
Byron Taylor	01-Sep	24
story time	03-Sep	54
Paws to Read	08-Sep	7
Teen/tween Greenlee Project	08-Sep	11
story time	10-Sep	89
craft program	15-Sep	2
authors group	15-Sep	8
story time	17-Sep	52
Paws to Read 2	22-Sep	5
science superstars	22-Sep	15
story time	24-Sep	72
greenlee project 2	29-Sep	10

Total

349