



**Monday, October 11, 2021
Library Board Meeting**

**Library Meeting Room
3815 Sachse Road, Building C
7:00 p.m.**

If you have any comments to submit regarding the agenda or other items related to the agenda, please e-mail those to dlaney@cityofsachse.com.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, October 11, 2021 at 7:00 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approval of the June 14, 2021 meeting minutes.
4. Receive and discuss the Library Manager's monthly report.
5. Receive and discuss a statistical summary of Library Services for FY 2021.
6. Receive and discuss a report on the results of the 2021 Summer Reading Challenge.
7. Discuss the creation of a new Library long-range plan.
8. Request for future agenda items.
9. Discuss Library Board announcements regarding special events, current activities, and local achievements.
10. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Leah K Granger, Interim City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 972.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the June 14, 2021 meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes of the June 14, 2021 Library Board meeting.
Minutes	View Minutes for Jun 14, 2021 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the June 14, 2021, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes of the June 14, 2021, Library Board meeting.

[6.14.2021 Library Board Meeting Minutes.pdf \(109 KB\)](#)

Library Board Meeting (Monday, June 14, 2021)

Members Present

Rhia Johnson
Jason Thompson
Cindy Gaspar
John Morris
Frank Millsap

Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, June 14, 2021, at 7:00 P.M. at the Sachse Public Library 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:

Rhia Johnson called the meeting to order at 7:30 p.m.

Invocation and Pledges of Allegiance to the U.S. and Texas Flags.

Rhia Johnson led the invocation and the Pledges of Allegiance to the U.S. flag and Texas flag.

Consider approval of the March 8, 2021, meeting minutes.

The minutes were approved unanimously on a motion by John Morris, seconded by Jason Thompson.

Consider approval of the April 12, 2021, meeting minutes.

The minutes were approved unanimously on a motion by Jason Thompson, seconded by John Morris.

Receive a presentation on the 2021 Summer Reading Program.

Library Manager Daniel Laney presented a summary of the Library's Summer Reading Program activities, including the 20-hour Reading Challenge and special events.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for April and May 2021.

Request for future agenda items.

Library Manager Daniel Laney informed the Board that the Library's current Long-Range Plan will expire at the end of FY 2022, and a new Long-Range Plan will need to be approved by the Board by that date and submitted to the Texas State Library and Archives Commission. He informed the Board that he will bring several items to the Board in the coming months related to the Long-Range Plan.

Discuss Library Board Announcements regarding special events, current activities, and local achievements.

Jason Thompson informed the Board that he will be resigning from the Library Board in order to serve on a Collin County board that meets at the same time as the Library Board. He stated he will give written notice of his resignation to the City Secretary.

Library Manager Daniel Laney reminded the Board of the upcoming Boards and Commissions Dinner, which will be held on Wednesday, July 28.

Adjournment

Rhia Johnson adjourned the meeting at 8:05 p.m.



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Receive and discuss the Library Manager's monthly report.
Access	Public
Type	Discussion, Reports

Public Content

BACKGROUND

Staff will make announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discussion only.

[June 2021 Library Manager's Report UPDATED.pdf \(101 KB\)](#)

[July 2021 Library Manager's Report.pdf \(93 KB\)](#)

[August 2021 Library Manager's Report.pdf \(83 KB\)](#)

[September 2021 Library Manager's Report.pdf \(92 KB\)](#)



Departmental Report		June 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	33,928		35,092	
Number of Items	35,236		36,433	
Number of New Items	488	3,402	376	3,571
Number of Items Removed	643	12,607	83	3,117
Donated Items Added	7	193	5	120
Number of E-Books	3,467		3,918	
Number of New E-Books	16	402	24	461

Patrons

Number of Patrons	8,988		9,877	
Number of New Patrons	88	743	166	658
Number of Patrons Removed	3	1,244	4	8

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	8,585	10,059	75,416	10,534	14,146	83,610
Adult Fiction	549	666	4,376	577	861	5,013
Adult Non-Fiction	221	393	3,363	295	508	3,153
Juvenile Fiction	2,813	3,474	26,988	4,149	5,975	29,234
YA materials	219	270	1,725	288	465	2,320
Interlibrary Loans	0	0	174	34	37	222
Juvenile Non-Fiction	443	649	4,291	646	973	5,603
DVDs & Blu-Ray	634	897	9,902	624	1,388	6,770
Audio CDs	7	11	237	1	7	114
Board Games, Card Games, & Puzzle	0	0	475	125	137	229
Literacy Kits				19	19	19
Hoopla	535	535	2,082	972	972	6,201
CloudLibrary (Sachse Patrons)	1,246	1,246	9,128	1,136	1,136	9,194
CloudLibrary (Other Patrons)	1,918	1,918	12,675	1,668	1,668	15,538

Programs and Services

Number of Internet Sessions	69	2,225	91	819
Number of Programs	2	117	17	63
Program Attendance	42	5,972	1,250	2,621
Number of Virtual Programs	14	50	2	53
Virtual Program Attendance	2,372	11,599	68	2,998
Number of Volunteer Hours			9	9
3D Print Requests	24	121	4	250
ILL Incoming Requests	1	162	37	185
ILL Incoming Received	4	162	40	200
ILL Outgoing Requests	46	980	122	957
ILL Outgoing Shipped	11	495	55	574
Literacy Computer Uses			821	2,117
Curbside Pickup	112	283	35	110
Door Count	2,297	29,234	3,685	19,538

Programs

Participation

Wednesday Story Time	2-Jun	32
Thursday Story Time	3-Jun	33
"What's Up With Your Tail"	5-Jun	63
Teen Tiny Art Exhibit Kits	5-Jun	23
Kids Sundial & Suncatcher Kits	7-Jun	71
Wednesday Story Time	9-Jun	42
Thursday Story Time	10-Jun	43
Teen/Adult Suncatcher Kits	11-Jun	13
Outdoor Bubble Show 6 p.m.	15-Jun	258
Outdoor Bubble Show 7 p.m.	15-Jun	262
Wednesday Story Time	16-Jun	32
Thursday Story Time	17-Jun	42
Kids Garden Friend Kit	22-Jun	169
Wednesday Story Time	23-Jun	51
Thursday Story Time	24-Jun	52
Virtual Dungeons & Dragons	24-Jun	5
Teen/Adult Succulent Jar Kits	25-Jun	13
Kids 4th of July Wand Kits	29-Jun	72
Wednesday Story Time	30-Jun	42
Total		1,318

Programs by Type

Number

Participation

Story Times	9	369
In-person Programs and Events	2	520
Virtual Programs and Events	2	68
Take-Home Activities	6	361
Total		1,318



Departmental Report		July 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	34,101		35,350	
Number of Items	35,409		36,701	
Number of New Items	367	3,769	386	3,957
Number of Items Removed	194	12,801	99	3,216
Donated Items Added	11	204	13	133
Number of E-Books	3,453		3,959	
Number of New E-Books	3	405	39	500

Patrons

Number of Patrons	9,045		9,986	
Number of New Patrons	53	796	121	779
Number of Patrons Removed	0	1,244	1	9

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	9,253	11,278	86,694	9,957	14,373	97,983
Adult Fiction	522	734	5,110	459	763	5,776
Adult Non-Fiction	280	405	3,768	321	575	3,728
Juvenile Fiction	3,258	4,416	31,404	3,728	6,111	35,345
YA materials	192	294	2,019	217	416	2,736
Interlibrary Loans	5	5	179	19	21	243
Juvenile Non-Fiction	548	687	4,978	710	1,159	6,762
DVDs & Blu-Ray	708	986	10,888	719	1,523	8,293
Audio CDs	9	20	257	7	11	125
Board Games, Card Games, & Puzzle	0	0	475	155	172	401
Literacy Kits				32	32	51
Hoopla	588	588	2,670	952	952	7,153
CloudLibrary (Sachse Patrons)	1,245	1,245	10,373	1,132	1,132	10,326
CloudLibrary (Other Patrons)	1,898	1,898	14,573	1,506	1,506	17,044

Programs and Services

Number of Internet Sessions	107	2,332	102	921
Number of Programs	2	119	16	79
Program Attendance	47	6,019	690	3,311
Number of Virtual Programs	17	67	3	56
Virtual Program Attendance	1,584	13,183	129	3,127
Number of Volunteer Hours	0	866	30	39
3D Print Requests	27	148	13	263
ILL Incoming Requests	11	173	22	207
ILL Incoming Received	7	169	19	219
ILL Outgoing Requests	89	1,069	122	1,079
ILL Outgoing Shipped	57	552	73	647
Literacy Computer Uses	0		840	2,957
Door Count	2,318	31,552	3,560	23,098

Programs

Participation

Thursday Story Time	1-Jul	44
Kids Fossil Craft Kits	5-Jul	100
Kids Free Yo-Yos	6-Jul	100
Wednesday Story Time	7-Jul	27
Thursday Story Time	8-Jul	55
Teen/Adult Button Tree Craft Kits	9-Jul	15
Teen/Adult Dog and Cat Toy Craft Kits	13-Jul	22
"The Science of Spin" with Val Oliver	13-Jul	25
Wednesday Story Time	14-Jul	54
Thursday Story Time	15-Jul	34
Kids Balloon Car Craft Kits	19-Jul	90
Wednesday Story Time	21-Jul	23
Thursday Story Time	22-Jul	22
Virtual Dungeons and Dragons	22-Jul	4
Teen/Adult Pencil Holder Craft Kits	23-Jul	12
Wednesday Story Time	28-Jul	16
Thursday Story Time	29-Jul	21
Amazing Animals 10 a.m. showing	31-Jul	113
Amazing Animals 11 a.m. showing	31-Jul	42
Total		819

Programs by Type

Number

Participation

Story Times	9	296
In-person Programs and Events	2	155
Virtual Programs and Events	3	129
Take-Home Activities	5	239
Total		819



Departmental Report		August 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	34,128		35,761	
Number of Items	35,441		37,096	
Number of New Items	359	4,696	608	4,565
Number of Items Removed	103	2,836	173	3,389
Donated Items Added	13	530	5	118
Number of E-Books	3,634		3,905	
Number of New E-Books	107	409	54	554

Patrons

Number of Patrons	9,147		10,121	
Number of New Patrons	96	1,673	28	807
Number of Patrons Removed	2	3,161	0	9

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	7,699	9,512	96,206	9,147	13,259	111,242
Adult Fiction	436	634	5,744	482	775	6,551
Adult Non-Fiction	198	332	4,100	261	566	4,294
Juvenile Fiction	2,431	3,383	34,787	3,288	5,522	40,867
YA materials	146	218	2,237	207	357	3,093
Interlibrary Loans	15	17	196	23	28	271
Juvenile Non-Fiction	407	584	5,562	503	898	7,660
DVDs & Blu-Ray	526	799	11,687	563	1,271	9,564
Audio CDs	14	19	276	3	4	129
Board Games, Card Games, & Puzzle	0	0	475	163	182	583
Literacy Kits				33	35	86
Hoopla	534	534	3,204	1,009	1,009	8,162
CloudLibrary (Sachse Patrons)	1,161	1,161	11,534	1,062	1,062	11,388
CloudLibrary (Other Patrons)	1,831	1,831	16,404	1,550	1,550	18,594

Programs and Services

Number of Internet Sessions	131	2,463	154	1,075
Number of Programs	1	120	9	88
Program Attendance	7	6,026	165	3,476
Number of Virtual Programs	10	77	0	56
Virtual Program Attendance	1,557	14,740	0	3,127
Number of Volunteer Hours	0	866	41	80
3D Print Requests	30	178	20	283
ILL Incoming Requests	15	188	24	231
ILL Incoming Received	15	184	24	243
ILL Outgoing Requests	87	1,156	122	1,201
ILL Outgoing Shipped	55	607	66	713
Literacy Computer Uses			522	3,479
Door Count	2,145	33,697	2,880	25,978

Programs

Participation

Wednesday Story Time	4-Aug	27
Thursday Story Time	5-Aug	35
Rainbow Take-Home Craft	11-12 Aug	18
Wednesday Story Time	18-Aug	15
After School Dungeons & Dragons	18-Aug	5
Thursday Story Time	19-Aug	18
Wednesday Story Time	25-Aug	20
Thursday Story Time	26-Aug	23
Adult/Teen Dungeons & Dragons	26-Aug	4
Total		165

Programs by Type

Number

Participation

Story Times	6	138
In-person Programs and Events	2	9
Virtual Programs and Events	0	0
Take-Home Activities	1	18
Total		165



Departmental Report		September 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	34,810		35,852	
Number of Items	36,124		37,179	
Number of New Items	514	4,642	238	4,803
Number of Items Removed	89	12,993	91	3,480
Donated Items Added	14	231	5	123
Number of E-Books	3,767		3,905	
Number of New E-Books	234	746	5	559

Patrons

Number of Patrons	9,220		10,221	
Number of New Patrons	80	972	97	904
Number of Patrons Removed	0	1,246	2	11

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	7,664	9,433	105,639	8,991	12,293	123,535
Adult Fiction	452	615	6,359	463	719	7,270
Adult Non-Fiction	240	363	4,463	218	432	4,726
Juvenile Fiction	2,561	3,638	38,425	3,347	5,204	46,071
YA materials	143	186	2,423	159	281	3,374
Interlibrary Loans	19	21	217	23	27	298
Juvenile Non-Fiction	411	614	6,176	649	944	8,604
DVDs & Blu-Ray	406	551	12,238	521	1,057	10,621
Audio CDs	18	31	307	13	18	147
Board Games, Card Games, & Puzzle	0	0	475	119	129	712
Literacy Kits				30	33	119
Hoopla	509	509	3,713	943	943	9,105
CloudLibrary (Sachse Patrons)	1,114	1,114	12,648	1,098	1,098	12,486
CloudLibrary (Other Patrons)	1,791	1,791	18,195	1,408	1,408	20,002

Programs and Services

Number of Internet Sessions	97	2,560	132	1,207
Number of Programs	6	126	13	101
Program Attendance	141	6,167	192	3,668
Number of Virtual Programs	9	86	0	56
Virtual Program Attendance	870	15,610	0	3,127
Number of Volunteer Hours	0	866	21	101
3D Print Requests	66	244	212	495
ILL Incoming Requests	19	197	19	250
ILL Incoming Received	22	210	24	267
ILL Outgoing Requests	111	299	124	1,325
ILL Outgoing Shipped	60	244	66	779
Literacy Computer Uses			374	3,853
Door Count	3,158	36,855	3,090	29,068

Programs

Participation

Wednesday Story Time	1-Sep	15
After School Dungeons & Dragons	1-Sep	5
Thursday Story Time	2-Sep	14
Wednesday Story Time	8-Sep	19
Thursday Story Time	9-Sep	18
Wednesday Story Time	15-Sep	27
After School Dungeons & Dragons	15-Sep	5
Thursday Story Time	16-Sep	12
Wednesday Story Time	22-Sep	22
Thursday Story Time	23-Sep	9
Wednesday Story Time	29-Sep	29
Thursday Story Time	30-Sep	13
Adult/Teen Dungeons & Dragons	30-Sep	4
Total		192

Programs by Type

Number

Participation

Story Times	10	178
In-person Programs and Events	3	14
Virtual Programs and Events	0	0
Take-Home Activities	0	0
Total		192



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss a statistical summary of Library Services for FY 2021.
Access	Public
Type	Discussion, Reports

Public Content

OVERVIEW

Staff will present a statistical summary of Library services for the previous fiscal year.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discussion only.

[FY 2021 Summary Stats.pdf \(76 KB\)](#)



Fiscal Year Summary
October 2020 - September 2021

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2020
Number of Items	39,849	42,732	41,948	42,750	44,524	36,124	37179
% Change		7.23%	-1.83%	1.91%	4.15%	-18.87%	2.92%
Number of Patrons	11,975	10,087	11,415	11,173	9,472	9,220	10221
% Change		-15.77%	13.17%	-2.12%	-15.22%	-2.70%	10.86%
Total Circulation	116,031	132,251	136,585	137,851	138,495	105,639	123535
% Change		13.98%	3.28%	0.93%	0.47%	-23.72%	16.94%
Number of Internet Sessions	6,105	6,028	5,984	6,126	5,828	2,560	1207
% Change		-1.26%	-0.73%	2.37%	-4.86%	-56.07%	-52.85%
Number of Programs	125	143	166	224	233	126	101
% Change		14.40%	16.08%	34.94%	4.02%	-45.92%	-19.84%
Program Attendance	7,100	9,136	12,713	10,886	13,379	6,167	3668
% Change		28.68%	39.15%	-14.37%	22.90%	-53.91%	-40.52
Number of Virtual Programs						86	56
% Change							-34.88%
Virtual Program Participation						15,142	3127
% Change							-79.35%
Number of Volunteer Hours	1,060	1,392	1,249	1,247	1,537	866	101
% Change		31.32%	-10.27%	-0.16%	23.26%	-43.66%	-88.34%
Total ILLs Shipped/Received	665	1,036	1,494	1,465	1,548	454	1046
% Change		55.79%	44.21%	-1.94%	5.67%	-70.67%	230.40%
Literacy Computer Uses			20,764	17,145	18373	7020	3853
% Change				-17.43%	7.16%	-61.79%	-45.11%
Door Count	46,724	65,838	69,645	67,443	69,545	36,855	29068
% Change		40.91%	5.78%	-3.16%	3.12%	-47.01%	-21.13%



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Receive and discuss a report on the results of the 2021 Summer Reading Challenge.
Access	Public
Type	Discussion, Information, Reports

Public Content

BACKGROUND

Library Manager Daniel Laney will present a statistical summary of the Library's 2021 Summer Reading Challenge.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discussion only.

[2021 SRP Statistics Library Board.pdf \(114 KB\)](#)

Sachse Public Library
2020 Summer Reading Program Statistics

	2021	2020	2019	2018	2017	2016	2015
Total Participants	574	544	1476	1261	1276	1172	1003
% Change	5.51%	-63.14%	17.05%	-1.18%	8.87%	16.85%	
Children	381	331	850	769	736	XXXX	662
Teens	39	36	197	150	164	XXXX	96
Adults	159	177	429	342	376	XXXX	259
Total Logs Turned-In	477	369	754	653	651	746	445
% Change	29.27%	-51.06%	15.47%	0.31%	-12.73%	67.64%	
Total Hours Read	12182	8994	15080	13060	13020	14920	8900
% Change	35.45%	-40.36%	15.47%	0.31%	-12.73%	67.64%	
Total Program Attendance	1940	XXXX	4381	4858	4243	3602	3085
% Change		XXXX	-9.82%	14.49%	17.80%	16.76%	
Library Cards Issued (June-July)	287	141	416	366	389	360	301
% Change	103.54%	-66.10%	13.66%	-5.91%	8.06%	19.60%	
Total Checkouts (June-July)	28519	21337	29612	28597	29672	27736	25495
% Change	33.66%	-27.94%	3.55%	-3.62%	6.98%	8.79%	



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Discuss the creation of a new Library long-range plan.
Access	Public
Type	Discussion, Information

Public Content

BACKGROUND

In order to be accredited by the Texas State Library and Archives Commission, Texas public libraries are required to have a long-range plan approved within the last five years. The Library's current long-range plan is valid through the end of FY2022.

OVERVIEW

The Library Board will discuss the process for creating a new Library long-range plan.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss the process for creating a new Library long-range plan.



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	8. Request for future agenda items.
Access	Public
Type	Discussion, Information

Public Content



Agenda Item Details

Meeting	Oct 11, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	9. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Access	Public
Type	Discussion, Information

Public Content