



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, October 9, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, October 9, 2017, 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.

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. [17-3965](#) Consider approval of the August 14, 2017 meeting minutes.

3. [17-4010](#) Consider approval of the September 11, 2017 meeting minutes.

Attachments: [September 2017](#)

4. [17-4011](#) Discuss closing the Library for the painting of the interior of the building.

5. [17-4009](#) Receive and discuss the Library Manager's monthly report.

Attachments: [September 2017](#)

[SPL Annual Report FY 2017](#)

6. Discuss volunteer opportunities

7. Requests for future agenda items.

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

9. Adjournment.

Posted: October 5, 2017; 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.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3965 **Version:** 1 **Name:** Library Board Minutes - August 14, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 9/6/2017 **In control:** Library Board
On agenda: 10/9/2017 **Final action:**
Title: Consider approval of the August 14, 2017 meeting minutes.

Sponsors:

Indexes:

Code sections:

Attachments:

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

Title

August 14, 2017 meeting minutes.

Background

Minutes for the August 14, 2017 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve the minutes of the August 14, 2017 meeting.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-4010 **Version:** 1 **Name:** Library Board Minutes - September 11, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 10/4/2017 **In control:** Library Board
On agenda: 10/9/2017 **Final action:**
Title: Consider approval of the September 11, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [September 2017](#)

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

Title
September 11, 2017 meeting minutes.

Background
Minutes for the September 11, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the September 11, 2017 meeting.



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

Collection

Number of Titles	41,470		40,748	
Number of Items	42,732		41,948	
Number of New Items	370	6,007	297	6,197
Number of Items Removed	814	8,418	449	5,335
Donated Items Added	9	938	6	526
Number of E-Books	2,314			
Number of New E-Books			0	360

Patrons

Number of Patrons	10,087		11,415	
Number of New Patrons	111	1,325	136	1,363
Number of Patrons Removed	1	3,210	2	30

Circulation

Total Circulation	12,020	132,251	10,075	135,156
Adult Fiction	934	10,250	875	9,680
Adult Non- Fiction	1,109	9,239	532	6,604
Juvenile Fiction	5,947	62,885	5,533	67,097
YA materials	240	3,693	254	3,373
Interlibrary Loans	74	649	62	664
Juvenile Non-Fiction	834	8,824	660	8,841
DVDs & Blu-Ray	2,360	30,174	954	28,264
E-Books	379	4,446	197	4,384
E- Books Consortium			954	5,179
Audio CDs	143	0	54	1,245

Programs and Services

Number of Internet Sessions	706	6,287	578	5,984
Number of Programs	14	143	18	166
Program Attendance	485	9,136	882	12,713
Number of Volunteer Hours	27	1,392	75	1,249
Door Count	5,553	65,838	5,571	69,645
Early Lit Computers		0		13,051
After school computers		0		6,097

Programs

	Date	Attendance
card making	05-Sep	12
story time	06-Sep	61
story time	07-Sep	58
photography program	12-Sep	24
story time	13-Sep	65
story time	14-Sep	70
story time	16-Sep	22
Saturday movie	16-Sep	30
story time	20-Sep	54
story time	21-Sep	65
pirate program	19-Sep	125
Little Pony program	26-Sep	175
Princess the Reading dog (1 visit)	26-Sep	9
story time	27-Sep	45
story time	28-Sep	67
Total		882



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-4011 **Version:** 1 **Name:** Library Painting Project
Type: Agenda Item **Status:** Agenda Ready
File created: 10/4/2017 **In control:** Library Board
On agenda: 10/9/2017 **Final action:**
Title: Discuss closing the Library for the painting of the interior of the building.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Title

Discuss Library painting project

Background

There are budgeted funds to paint the library in FY 2018. Staff met with the painter, and they would like to have three days to do the entire project. Staff would like to close October 20 and 21 and the project could be completed during that period. There are safety issues involved in moving furniture and painting for the job while the public is in and out of the building.

Policy Considerations

None

Budgetary Considerations

FY 2018 budget item

Staff Recommendations

Discussion only.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-4009 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 10/4/2017 **In control:** Library Board
On agenda: 10/9/2017 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [September 2017](#)
[SPL Annual Report FY 2017](#)

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

Title
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
Discussion only.



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

Collection

Number of Titles	41,470		40,748	
Number of Items	42,732		41,948	
Number of New Items	370	6,007	297	6,197
Number of Items Removed	814	8,418	449	5,335
Donated Items Added	9	938	6	526
Number of E-Books	2,314			
Number of New E-Books			0	360

Patrons

Number of Patrons	10,087		11,415	
Number of New Patrons	111	1,325	136	1,363
Number of Patrons Removed	1	3,210	2	30

Circulation

Total Circulation	12,020	132,251	10,075	136,623
Adult Fiction	934	10,250	875	9,680
Adult Non- Fiction	1,109	9,239	532	6,604
Juvenile Fiction	5,947	62,885	5,533	67,097
YA materials	240	3,693	254	3,373
Interlibrary Loans	74	649	62	664
Juvenile Non-Fiction	834	8,824	660	8,841
DVDs & Blu-Ray	2,360	30,174	2,246	29,556
E-Books	379	4,446	197	4,384
E- Books Consortium			954	5,179
Audio CDs	143	0	54	1,245

Programs and Services

Number of Internet Sessions	706	6,287	578	5,984
Number of Programs	14	143	18	166
Program Attendance	485	9,136	882	12,713
Number of Volunteer Hours	27	1,392	75	1,249
Door Count	5,553	65,838	5,571	69,645
Early Lit Computers		0		13,051
After school computers		0		6,097

Programs

	Date	Attendance
card making	05-Sep	12
story time	06-Sep	61
story time	07-Sep	58
photography program	12-Sep	24
story time	13-Sep	65
story time	14-Sep	70
story time	16-Sep	22
Saturday movie	16-Sep	30
story time	20-Sep	54
story time	21-Sep	65
pirate program	19-Sep	125
Little Pony program	26-Sep	175
Princess the Reading dog (1 visit)	26-Sep	9
story time	27-Sep	45
story time	28-Sep	67
Total		882



Sachse Public Library

2016-2017

Annual Report



IMPORTANT STATISTICS FOR FY 2017
OCTOBER 2016 TO SEPTEMBER 2017

Population of Sachse

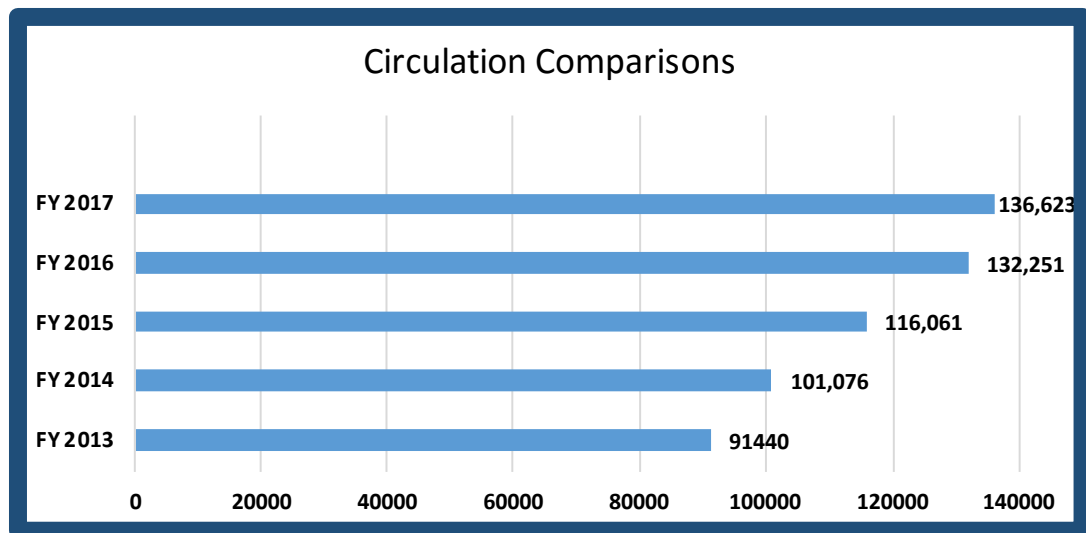
24,554

People entering the Library Building

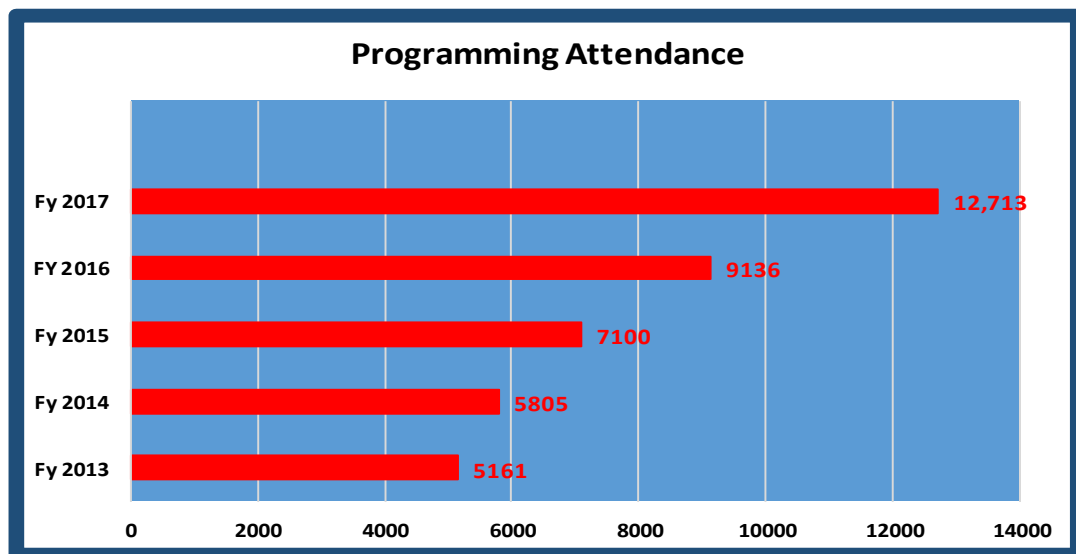
69,645

Number of People Attending Programs

12,713



	<i>FY 2013</i>	<i>FY 2014</i>	<i>FY 2015</i>	<i>FY 2016</i>	<i>FY 2017</i>
Total number of items checked out	91,440	101,076	116,061	132,251	136,623
Adult Fiction and Nonfiction	14,012	14,504	13,675	19,489	16,284
Children's Fiction and Nonfiction	48,219	53,277	67,306	71,709	75,938
DVDs	26,840	27,996	28,925	30,174	28,264
Audios and other materials	2,390	3,007	3,058	2,092*	1,245
Interlibrary Loans	173	306	489	649	664
E-book/ E-audio	n/a	2,292	3,046	4,446	9,563



THE YEAR IN REVIEW

The Sachse Public Library is a valuable community resource to the citizens we serve. The Library continues to see improvements with budgetary support from the City Council. The fiscal year began with several improvements which include increasing hours for two staff members and making those positions full time. Council approved funding for additional shelving for the DVD area and the children's area. Chairs for the meeting room were donated by Amigos in December 2016. They have been used in the meeting room and the computer area.

The Library received a grant from the Texas State Library for literacy computers. The funds were received in September, and the literacy computers were made available to the public in October 2016. Two of the computers are for early literacy and one is for school age children. All three are used continually during open hours, and there have been 19,148 uses in the fiscal year with an average of 1,595 per month.

In May, the council approved an Interlocal agreement which permitted the Library to join a consortium for the cloud library with 10 other Texas libraries. The Cloud Library has gone from just over 2,000 items to over 75,000 items. The checkouts have increased significantly this fiscal year over last year as a result of the expanded collection.

While circulation is beginning to level off, programming attendance and door counts continue to show significant increases. There were 4,893 people who attended Summer Reading Club this year with 8,900 hours of reading logged. The interlibrary loan service has increased significantly as well with 664 loans this fiscal year.

Staff attended training to develop a new website. The Library website pages are completed, and the website will launch in the new fiscal year.

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 library events are frequently featured on the front page. 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.

Story time for preschoolers is offered throughout the school year. There are two simultaneous story times. One is for toddlers and the other is for preschoolers. The staff added a weekly story time on Wednesdays last November along with a monthly story time on the third Saturdays. Both programs have become popular. There were 88 story times offered in FY 2017 with 4,967 in attendance. This is an 86% increase in attendance in one year as a result of the additional story times.

The Library hosted the annual Halloween costume contest on October 27 with 252 in attendance. Jackie Galloway, local Olympian, visited the Library on November 7 and shared with the crowd about her Olympic experiences and provided a taekwondo demonstration. The City of Sachse hosted its annual Christmas tree lighting event on December 1, 2016 followed by the Library's Polar Express program. There were an estimated 436 in attendance.

The New Year kicked off with the annual Star Wars party, and the Darth Vader, R2D2, and several storm troopers were in attendance to entertain a crowd of over 350 people. Spring break activities included a bicycle rodeo and a visit by the miniature ponies. The award winning Hudson Middle School robotics team visited the library in April and provided a demonstration of their robotics. May kicked off with a Knight & Princess Academy featuring characters from Medieval Times.

The City and the Sachse Historical Society hosted the Vietnam Wall Display over Memorial Day weekend. The wall was setup in front of the Library (pictured on front page). The City had a special Memorial Day ceremony and there were an estimated 8,000 attendees.

Summer Reading Club 2017 brought crowds to the Library all summer long. The theme of the club was "Build a Better World." The staff kicked off a community challenge in May to collect items for Five Loaves, the local food pantry. There were 2,500 items collected (pictured on cover page). An estimated 800 people attended the kickoff and the finale. This year's finale expanded to include a train and a balloon artist along with the traditional petting zoo. There were 8,900 hours read this year with 1,276 registrations.

Programs continued in August and featured Kid Science and Colorpalooza. David Davila led a group of volunteers to help out with Hurricane Harvey evacuee donations on September 2. The group was pictured in the *Sachse News* and were commended for their efforts. The Library waived fines again in September to support Five Loaves. The organization provided donations for the Hurricane Harvey evacuees that were relocated to the Dallas area. In addition, the Library Staff sent boxes of book donations to UT-Arlington to support a book drive for libraries affected by Hurricane Harvey. The fiscal year culminated in September with Library Card Month and a Talk like a Pirate Day celebration featuring "A Pair of Pirates."



Fall Programs





Story Time





Thanksgiving/ Christmas





Children's Programs





Summer





Teen Programs



COMMUNITY CONNECTIONS

Ongoing publicity

Facebook, Instagram, Pinterest, & Twitter accounts

Website

Monthly calendar

Bi-weekly column in the *Sachse News*

Email blast of weekly events to individuals, businesses, and community groups

Bi-annual inclusion of library events in the Parks and Recreation Brochure

Awards and Grants

Texas Municipal League Award.

Donation of \$2,500 from Allied Waste for books

ACKNOWLEDGEMENTS

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

Library Board

- Councilman Charlie Ross—Library Board Liaison
- Dixie Scogin --Chairman
- Ruth Glover –Vice Chair
- Lauren McKinney--Secretary
- Sean French
- Judith Lynch

Friends of the Library

- Mike VanBuskirk, President
- Betty Landon, Treasurer

Library Staff

- Mignon Morse, Library Manager
- Tammy VanBuskirk, Technical Services Librarian
- Jaclyn Blair
- David Davila
- Toni Kelly
- Ashley Tyson