

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

**Regular Meeting Minutes
Monday, October 8, 2012**

Present

Board Members: Robert Rodgers, Amos Pettis, Patrece King, Dia Rhoden, Dixie Scoggin, and Judith Lensch

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Invocation

Amos Pettis gave the invocation.

2. Call to Order

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

3. Approval of Minutes

12-1003 Consider approval of minutes of the July 9, 2012 Library Board meeting

The minutes from the July 9, 2012 regular meeting were reviewed. Judith Lensch made a motion to approve the minutes as corrected (a minor grammatical correction), and Dia Rhoden seconded. The July minutes were unanimously approved as corrected.

4. Friends of the Library Monthly Report

Kathy Cobb provided an update of the Friends' activities. The Friends have had a lot of great events, and the Fancy Nancy Tea party is tomorrow. The book sale raised over \$1,150, and the Friends have signed up quite a few new members. The Friends have nice, new flyers to pass out. The Friends will be at the Sachse Fall Fest next Saturday. There was discussion of the Library getting a defibrillator in the near future. Ms. Cobb also complimented the politeness and good manners of many Sachse teenagers at recent events, including a discussion of cultural and behavioral expectations for teens.

5. 12-1155 Library Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Ms. Morse presented the monthly report along with a 2011 - 2012 annual report. There was discussion of 225 new Library card registrations; departures from the Board of members Amos Pettis and Diane Model; possibly doing a social dinner for the Library Board and family

members in December; and an overview of the statistics and programs from the past year. Ms. Morse was pleased with the Library usage and program attendance and was optimistic about the coming years. She also thanked Ellen Ritchie for her assistance in preparing the annual report.

6. Library Board announcements regarding special events, current activities, and local achievements

Dia Rhoden noted the upcoming birthday of Mignon Morse, and the Board members wished Ms. Morse well as she enters her golden years.

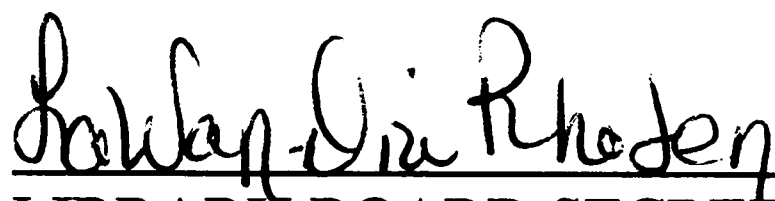
Robert Rodgers thanked Amos Pettis for his service and leadership on the Board for the past six years, and Amos Pettis expressed gratitude to the Board for the opportunity to be involved.

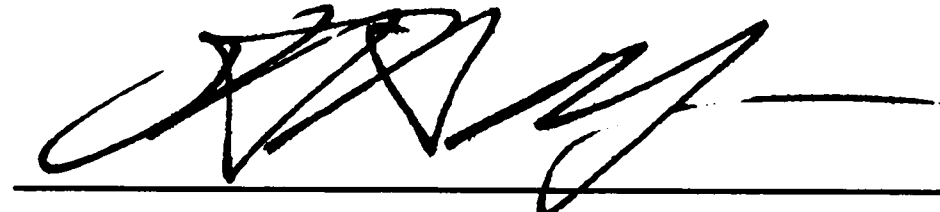
7. Adjournment

Amos Pettis made a motion to adjourn, seconded by Patrece King. The motion carried and the meeting was adjourned at 7:44 p.m.

ATTEST:

APPROVED:


LIBRARY BOARD SECRETARY


LIBRARY BOARD CHAIR



Sachse, Texas

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

Meeting Agenda Library Board

Monday, October 8, 2012

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on October 8, 2012, 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**

2. **Call to Order**

3. 12-1003 Consider approval of minutes of July 9, 2012 Library Board meeting.

Executive Summary

Review and consider approval of the July 9, 2012 meeting minutes.

Attachments: Library Minutes 070912.pdf

4. **Friends of the Library Monthly Report.**

5. 12-1155 Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

Library Manager will report on monthly and annual statistics along with other announcements.

Attachments: lib stats Sept2012.pdf

lib annual report 2012.pdf

6. **Library Board announcements regarding special events, current activities, and local achievements.**

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 5, 2012; 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 Sachse Road Building
B
Sachse, Texas 75048



Legislation Details (With Text)

File #: 12-1003 **Version:** 1 **Name:** Consider approval of minutes of July 9, 2012 Library Board meeting.
Type: Agenda Item **Status:** Agenda Ready
File created: 8/6/2012 **In control:** Library Board
On agenda: 10/8/2012 **Final action:**
Title: Consider approval of minutes of July 9, 2012 Library Board meeting.

Executive Summary
Review and consider approval of the July 9, 2012 meeting minutes.

Sponsors:

Indexes:

Code sections:

Attachments: [Library Minutes 070912.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Consider approval of minutes of July 9, 2012 Library Board meeting.

Executive Summary

Review and consider approval of the July 9, 2012 meeting minutes.

Background

Review and consider approval of the minutes of the July 9, 2012 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Review and approve minutes from the July 9, 2012 Library Board meeting.

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

**Regular Meeting Minutes
Monday, July 9, 2012**

Present

Board Members: President Robert Rodgers, Vice President Judith Lensch, and members, Dia Rhoden, Dixie Scogin, Patrece King, Diane Model.

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Call to order

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

2. Invocation and Pledge of Allegiance to the United States and Texas Flags

Dia Rhoden gave the invocation. The pledges were not said because the flags were not present.

3. Approval of Minutes

The minutes from the June 11, 2012 regular meeting were reviewed. Judith Lensch made a motion to accept the minutes with the correction of the spelling of Robert Rodgers last name. It was seconded by Patrece King. The June minutes were unanimously approved.

4. Friends Report

Kathy Cobb spoke about the upcoming Book Sale in August. They still need volunteers to help with the set up and sale of the books. Last year the Kroger's card generated \$2500.00 for the library. Kathy passed out more cards and encouraged us to hand them out to help generate money for the library.

5. Exhibits and Display Policy

The city manager found a copy of the 1995 exhibit policy. It was agreed upon by the city to adopt the new policy written in June by the library board with the following changes: The purpose statement will include, *Space for exhibits and displays is intended primarily for the use of the library and the City of Sachse. Any remaining space is available for individuals and organizations to provide exhibits or displays of an educational, cultural, or intellectual nature.*

Under Plans of Exhibits B, they added items 4 and 5.

4. Exhibitors will be allowed to place exhibits in the library for a thirty day period.

5. Exhibitors may apply for an additional thirty day period with the Library Manager's approval.

The library board would also like to add that it be titled Sachse Library Exhibits Policy, with a statement under the title that should read, The library will provide access to materials to fulfill informational, educational and recreational needs of the community.

Dia Rhoden made a motion to send the corrected exhibit policy to the city council for approval. It was seconded by Dixie Scogin. The motion passed.

6. Library Manager Report

There is an increase in wireless use and the program attendance has had a huge increase with over 400 in attendance. This increase in program attendance has not shown an increase in circulation for this month. The budget meeting will be on Saturday, July 14th at 8:30 am.

7. Announcements

Mignon Morse worked the booth that gave out the glow stick on July 3rd, at Heritage Park. She also handed out Kroger cards and promoted the library. Dia Rhoden is going to contact Half Price Books for donations for the book sale. She also has been given some Young Adult books to be used by the library.

Judith Lensch made a motion to adjourn the meeting, it was seconded by Patrece King. The motion carried and the meeting was adjourned at 8:00 p.m.

ATTEST:

APPROVED:

SECRETARY

CHAIRMAN



Sachse, Texas

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

Legislation Details (With Text)

File #:	12-1155	Version:	1	Name:	Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.
Type:	Agenda Item	Status:			Agenda Ready
File created:	10/4/2012	In control:			Library Board
On agenda:	10/8/2012	Final action:			
Title:	Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.				
	Executive Summary				
	Library Manager will report on monthly and annual statistics along with other announcements.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	lib stats Sept2012.pdf				
	lib annual report 2012.pdf				

Date	Ver.	Action By	Action	Result
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Title
Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary
Library Manager will report on monthly and annual statistics along with other announcements.

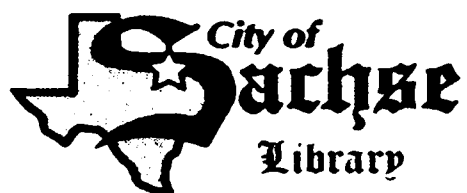
Background
This item is a regular agenda item but will include an annual report generated by Library staff.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
There is no action required. This item is for information only.





Departmental Report

September 2012

Current Month/2011	Year to Date/2011	Current Month/2012	Year to Date/2012
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Collection

Number of Titles	37,805	n/a	38,781	n/a
Number of Copies	38,161	n/a	38,996	n/a
Number of New Copies	375	3,632	480	4,563
Number of Items Removed	192	4,970	29	3,439

Patrons

Number of Patrons	15,292	n/a	8,674	n/a
Number of New Patrons	115	1,027	225	1,128
Number of Patrons Removed	0	22	1	7,749

Circulation

Total Circulation	7,252	72,137	6,535	85,138
Books	5,060	49,737	4,364	58,158
DVDs & Blu-Ray	1,975	20,165	2,031	24,875
E-Book Readers	1	15	1	24
Audio CDs	167	1,497	119	1,537
Digital Audio (Playaway)	2	57	0	38
Music CDs	23	291	8	159
Business Library	16	40	12	134

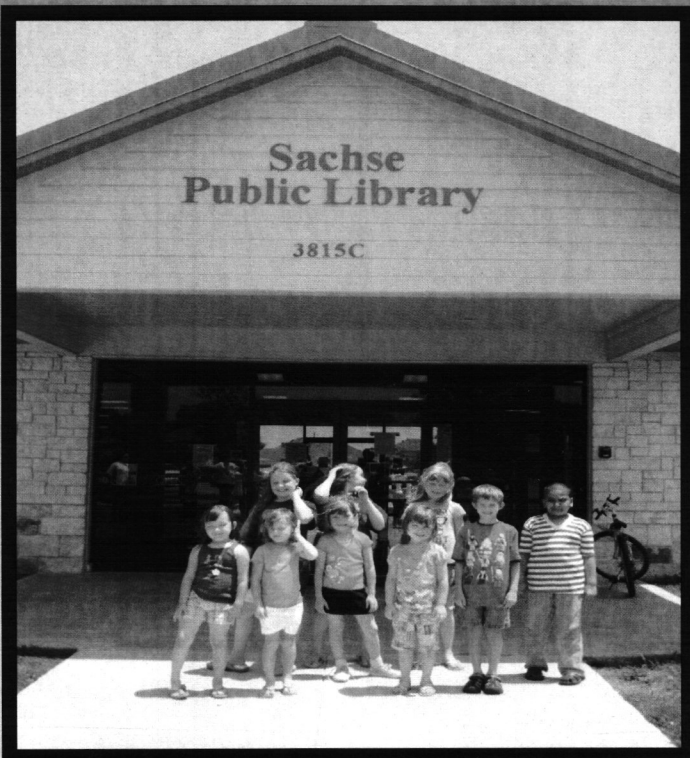
Programs and Services

Number of Internet Sessions	907	7,996	751	8,202
Number of Wireless Users	156	976	179	1,453
Number of Programs	10	98	8	95
Program Attendance	353	2612	360	4,625
Interlibrary Loans	10	111	19	207
Number of Volunteer Hours	18	465.5	148	1,360

Door Count	3810	34008	4255	38,142
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Programs**Date****Attendance**

Storytime	06-Sep	24
Cathy's Critters	06-Sep	160
Storytime	13-Sep	26
Resume Writing	18-Sep	10
Storytime	20-Sep	32
Computer Class	24-Sep	2
SHS Band Concert	25-Sep	74
Storytime	27-Sep	32



2011-2012

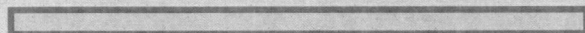
Annual report

Sachse Public Library

Mignon Morse, Library Manager

**Whatever the cost of our libraries,
the price is cheap compared to
that of an ignorant nation.**

-- Broadcaster Walter Cronkite



IMPORTANT STATISTICS FOR FY 2012

October 2011 to September 2012

Population of Sachse

20,300

(Source: 2010 census)

Number of days the Library is open during FY 2012

304

People entering the library building

38,142

Number of visits to the Library's website during FY 2012

23,176

People visiting the website daily (average)

64

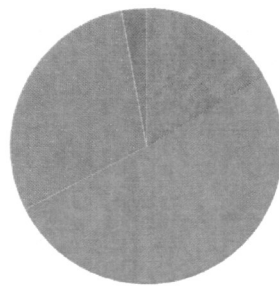
Internet Usage in the Library

8,202 Sessions

Programming

4,625 People attended **95** programs

CHECKOUTS FY 2013



- Adult Fiction/Nonfiction
- Children's Fiction/Nonfiction
- DVDS
- Audios and other

MATERIAL CHECKOUTS DURING FY 2012

Total number of items checked out

85,138

Adult Fiction and Nonfiction

13,884

Children's Fiction and Nonfiction

43,560

DVDS

25,204

Audios and Other

2,490

THE YEAR IN REVIEW

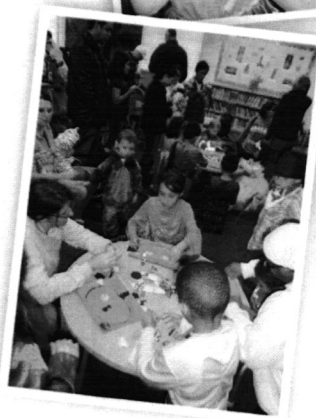
The Sachse Public Library is a valuable community resource and continues to provide high quality service for the community. Public computer usage has continued to be a popular service for people without internet access or computers in their homes. Free wireless access is popular with the patrons who bring their own laptops to the library. The library is one of the few 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 new policies. The Library manager and Library Advisory Board proposed a new Circulation policy which was approved by Council in March 2012. The policy enforces city ordinances to charge fines for overdue materials. The fines went into effect in July after a three month amnesty period. In August, the Council approved an Exhibits policy proposed by the Library Manager and Library Advisory Board. The exhibits policy allows the library manager the discretion to work with various groups and display items of artistic and/or educational value. The Library staff and patrons have thoroughly enjoyed having the artwork in the library provided by the Artists around Texas group.

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

Volunteer hours increased significantly this fiscal year over last year. The hours spent in volunteer work almost tripled in comparison to last year. Volunteers are the backbone of the library, and the staff could not keep up with shelving and straightening without them. They play a vital role in the success of the library. Programs that rely on volunteers are Summer Reading Club and computer classes. The library staff recruited twenty volunteers to help with Summer Reading Kickoff, and there were over 300 people in attendance. The staff could not have handled the crowds without the volunteers. In addition, volunteers are teaching computer classes to meet the BTOP grant requirements. Kat Donnell taught a creative writing class in the spring, and it was a big success.

Story time for preschoolers is offered throughout the school year. This year the library had some special guest. The Library had a volunteer bring a horse to the Library and teach the kids about horse safety. The Dairy cow visited in the spring and the children had an opportunity to learn the importance of milk. A dentist hosted a special story time and gave each attendee a toothbrush to encourage good oral hygiene. The police and fire departments visited a couple of times during the year and taught children about public safety.



The Library has hosted several programs for both adults and children throughout the fiscal year (October 2011 to September 2012). In October of 2011, we welcomed over 50 children to our annual Halloween party and continued with our monthly Paws & Read literacy program and monthly book club in conjunction with the Sachse Senior Center. In November was our popular Thanksgiving story time, where we had about 35 kids in attendance, plus parents.



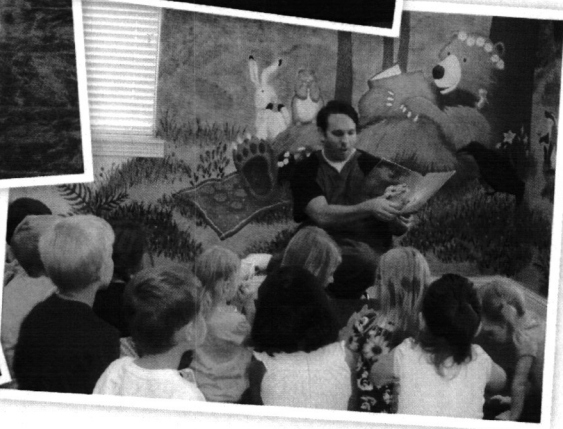
December began with the City Hall tree lighting, a holiday concert by the SHS Madrigal Singers, and Story time with Santa, where we were able to give books to 60 happy children. We also held our annual supply drive for the Sachse Animal Shelter in December.



In January, we hosted Cathy's Critters and had over 80 people in attendance. February was the special valentine party and 65 people attended that program. March 2 was the infamous Dr. Seuss celebration day and over 140 attended the preschool and after school Dr. Seuss programs. In the spring the library also offered a basic computer and internet course for adults.



National Library Week featured the City Council in a family story time. Patriot Paws visited the Library in May in celebration of Memorial Day. The Canyon Creek Presbyterian Church provided a team of ten people to host a library cleaning day. Library staff recruited another ten volunteers. Volunteers cleaned shelves, shifted books, and processed books. It was a great day for the Library and the volunteers were greatly appreciated.



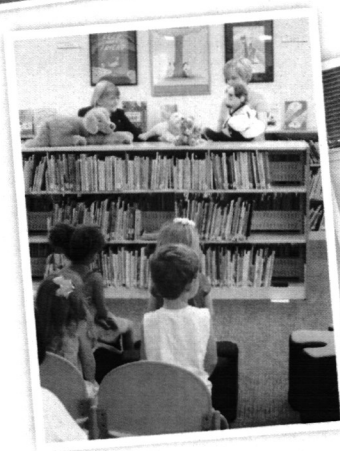
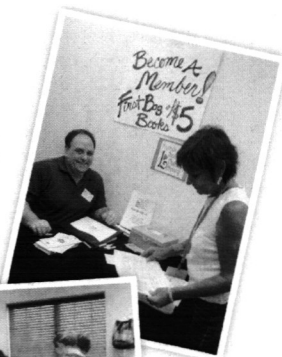
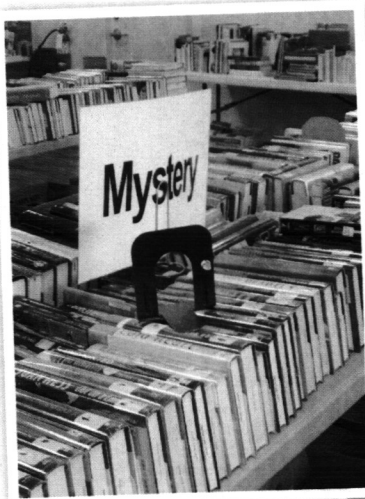
This was a record breaking year for programming attendance with **2,024** people attending programs.



Patriot Paws is a nonprofit group who provides service dogs to disabled veterans. The group brought a service dog named Captain and he demonstrated the types of services he can provide for his veteran.



Summer is the Library's busiest time of year and the Library had a successful summer reading kickoff with over 300 people attending the program. There were **548** registrations and **130** children finished summer reading.



The Friends of the Library hosted their annual book sale in August and made over \$1000 which is more profit than they have ever had. As part of the kickoff for the book sale, the library hosted a special program provided by the Ballard Street School of Performing Arts, and over 60 people attended the program. The library also hosted two resume workshops in August and September.



September wraps up the year with library card month. The month kicked off with another visit by Cathy's Critters, and there were 160 people who attended the program. The Sachse elementary schools are competing in a contest to get the highest percentage of library card signups for their campus. The winner will receive a set of Diary of a Wimpy Kid for their school library. Sewell Elementary won the contest by a landslide! The fiscal year ended with a delightful concert provided by the Sachse High School marching band. Over 70 people attended the event. The Friends of the Library hosted a reception for band members and attendees after the concert.

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

Presentations to Community Groups during FY 2012

Garden Club

Seniors

United Methodists Women

Chamber of Commerce

Sachse Elementary Schools

Summer Reading Promotions

Library Card Month promotional power point

Story time at Barnes and Noble

Online Videos

Summer Reading Promotions

Library Card month promotions

Awards and Grants

Texas Municipal League Award presented at the August 6 Council meeting.

BTOP grant awarded in 2010 is ongoing through July 2013.

Texas Treasures grant awarded in August to the Smith Public Library and the Sachse Public Library. The grant will provide funds to digitize the Wylie News, Sachse News, and Sachse Sentinel.

ACKNOWLEDGEMENTS

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

Library Board

Friends of the Library

Star Volunteers

Library Staff

Dixie Scogin	Kathy Cobb	Diana Smith	Mignon Morse, Library Manager
Robert Rodgers	Michelle Klash	Terese Davis	Ellen Ritchie, Librarian
Judith Lensch	Audrey Legatowicz	Mary Saathoff	Pat Davis
Diane Model	Sue Dillard	Kat Donnell	Betty Smith
Dia Rhoden			Merrilee Rogers
Patrece King			
Amos Pettis			