



**Monday, November 12, 2018
Library Board Meeting**

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

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 12, 2018 at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approving the minutes of the September 10, 2018 Library Board meeting.
4. Receive and discuss the Library Manager's monthly report.
5. Receive and discuss the Library Manager's yearly summary for the 2017-2018 fiscal year.
6. Request for future agenda items.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. 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.

Michelle Lewis Sirianni, City Secretary

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



Agenda Item Details

Meeting Nov 12, 2018 - Library Board Meeting

Category A. Regular Meeting

Subject 3. Consider approving the minutes of the September 10, 2018 Library Board meeting.

Access Public

Type Action, Minutes

Preferred Date Nov 12, 2018

Recommended Action Approve the minutes of the September 10, 2018 Library Board meeting.

Public Content

BACKGROUND

Minutes from the September 10, 2018 Library Board meeting.

OVERVIEW

Minutes from the September 10, 2018 Library Board meeting.

POLICY CONSIDERATIONS

N/A

RECOMMENDATION

Approve the minutes of the September 10, 2018 Library Board meeting.

2018-09 Sachse Library Board Minutes.pdf (186 KB)

City of Sachse – Library Board Monthly Meeting Meeting Minutes

September 10, 2018 7:00 p.m.

I. Call to order

Billy Ketner called to order the regular meeting of the Library Board at 7:00 p.m. on September 10, 2018 at the Sachse Public Library meeting room.

II. Roll call

The following persons were present: Billy Ketner (Chairman), Ruth Glover (Co-Chairwoman), Amy R. Brooks (Secretary), Dixie Scogin (Board Member), Sean French (Board Member), Michelle Howarth (City of Sachse Council Liaison to the Library Board), and Daniel Laney (Library Manager). Absent were Lauren McKinney (Board Member) and Kyle Graves (Board Member).

III. Approval of Minutes from Previous Meetings

- a) 18-4378 Consider approval of the August 13, 2018 meeting minutes
 - i) Minutes from August 13, 2018 meeting reviewed and approved as written.

IV. Open issues

- a) 18-4379 Receive and discuss the Library Manager's monthly report
 - i) August 2018 Monthly Report

V. Upcoming events/Announcements

- a) 3D Printer Use Policy has been approved by City Council.
- b) Ruth Glover is hosting a travel seminar for adults at the library on October 4th.

VI. New business

- a) None

VII. Adjournment

Billy Ketner adjourned the meeting at 7:24 p.m.

Minutes submitted by: Amy R Brooks



Agenda Item Details

Meeting Nov 12, 2018 - 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

Library Manager Daniel Laney will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

OVERVIEW

Library Manager Daniel Laney will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

POLICY CONSIDERATIONS

N/A

RECOMMENDATION

Discussion only.

September 2018 Library Manager's Report.pdf (126 KB)

October 2018 Library Manager's Report.pdf (125 KB)



Departmental Report		September 2018	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,748		41,105	
Number of Items	41,948		42,750	
Number of New Items	297	6,197	575	6,010
Number of Items Removed	449	5,335	475	4,844
Donated Items Added	6	526	61	530
Number of E-Books			2,812	
Number of New E-Books	0	360	32	302

Patrons

Number of Patrons	11,415		11,173	
Number of New Patrons	136	1,363	124	1,253
Number of Patrons Removed	2	30	1	1,483

Circulation

Total Circulation	11,783	136,585	10,843	137,851
Adult Fiction	875	9,680	576	8,420
Adult Non- Fiction	532	6,604	455	6,070
Juvenile Fiction	5,533	67,097	5,020	61,726
YA materials	254	3,373	222	3,567
Interlibrary Loans	62	664	47	606
Juvenile Non-Fiction	660	8,841	613	8,309
DVDs & Blu-Ray	2,246	29,556	2,217	28,426
E-Books (Sachse Patron Checkouts)	810	5,897	755	9,504
E-Books (Other Patron Checkouts)	757	3,628	862	10,394
Audio CDs	54	1,245	76	829

Programs and Services

Number of Internet Sessions	578	5,984	628	6,126
Number of Programs	18	166	20	224
Program Attendance	882	12,713	643	10,886
Number of Volunteer Hours	75	1,249	82	1,247
ILL Incoming Requests	62	653	47	566
ILL Incoming Received	56	587	43	553
ILL Outgoing Requests	133	1,774	151	1,699
ILL Outgoing Shipped	68	907	69	912
Literacy Computer Uses	1,616	20,764	1,412	17,145
Door Count	5,571	69,645	5,537	67,443

Programs	Date	Attendance
Come-and-Go Grandparent's Day Craft	4-7 Sep	45
Pajama Story Time	4-Sep	35
Infant Story Time	5-Sep	6
Preschool Story Time	5-Sep	36
Toddler Story Time	6-Sep	27
Writing Workshop for Adults	8-Sep	4
Family Game Night	11-Sep	25
Infant Story Time	12-Sep	10
Preschool Story Time	12-Sep	32
Toddler Story Time	13-Sep	57
Willy Wonka Night	18-Sep	108
Infant Story Time	19-Sep	3
Preschool Story Time	19-Sep	33
Toddler Story Time	20-Sep	58
Come-and-Go Fall Craft Table	22-28 Sep	70
Kids "Tallulah the Owllet" Yoga	25-Sep	5
Infant Story Time	26-Sep	6
Preschool Story Time	26-Sep	20
Toddler Story Time	27-Sep	43
September Bookmark Contest	1-30 Sep	20
Total		643

Programs by Type	Number	Attendance
Story Times	13	366
Childrens Programs	3	120
Teen Programs	0	0
Adult Programs	1	4
Family Programs	3	153
Total		643



Departmental Report		October 2018	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,825		41,532	
Number of Items	42,016		42,789	
Number of New Items	176	176	483	483
Number of Items Removed	129	129	419	419
Donated Items Added	14	14	71	71
Number of E-Books	2,648		2,873	
Number of New E-Books	0	0	75	75

Patrons

Number of Patrons	11,489		11,285	
Number of New Patrons	75	75	112	112
Number of Patrons Removed	1	1	0	0

Circulation

Total Circulation	10,691	10,691	11,642	11,642
Adult Fiction	701	701	544	544
Adult Non- Fiction	387	387	560	560
Juvenile Fiction	4,902	4,902	5,293	5,293
YA materials	414	414	244	244
Interlibrary Loans	73	73	48	48
Juvenile Non-Fiction	589	589	749	749
DVDs & Blu-Ray	1,940	1,940	2,336	2,336
E-Books (Sachse Patron Checkouts)	684	684	812	812
E-Books (Other Patron Checkouts)	927	927	1,003	1,003
Audio CDs	74	74	53	53

Programs and Services

Number of Internet Sessions	584	584	609	609
Number of Programs	13	13	20	20
Program Attendance	794	794	1,431	1,431
Number of Volunteer Hours	76	76	104	104
3D Print Requests			8	8
ILL Incoming Requests	57	57	42	42
ILL Incoming Received	71	71	47	47
ILL Outgoing Requests	157	157	175	175
ILL Outgoing Shipped	73	73	104	104
Literacy Computer Uses	1,659	1,659	1,693	1,693
Door Count	5,435	5,435	7,577	7,577

Programs	Date	Attendance
Superhero Showdown	2-Oct	128
Infant Story Time	3-Oct	0
Preschool Story Time	3-Oct	32
Toddler Story Time	4-Oct	42
"Tripping" with Ruth Glover	4-Oct	11
Family Game Night	9-Oct	33
Infant Story Time	10-Oct	5
Preschool Story Time	10-Oct	40
Toddler Story Time	11-Oct	63
Kids Yoga Adventure	15-Oct	4
Fire Prevention Story Time	17-Oct	79
"Two Socks" Story Time	19-Oct	25
Movie - "Hocus Pocus"	23-Oct	10
Infant Story Time	24-Oct	6
Preschool Story Time	24-Oct	26
Toddler Story Time	25-Oct	44
Halloween Party	30-Oct	733
Infant Story Time	31-Oct	8
Preschool Story Time	31-Oct	24
October Guessing Game	1-31 Oct	118
Total		1431

Programs by Type	Number	Attendance
Story Times	13	394
Childrens Programs	1	4
Teen Programs	0	0
Adult Programs	1	11
Family Programs	5	1,022
Total		1,431



Agenda Item Details

Meeting	Nov 12, 2018 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss the Library Manager's yearly summary for the 2017-2018 fiscal year.
Access	Public
Type	Discussion, Reports

Public Content

BACKGROUND

Library Manager Daniel Laney will present a summary of Library services for the previous fiscal year.

OVERVIEW

Library Manager Daniel Laney will present a summary of Library services for the previous fiscal year.

POLICY CONSIDERATIONS

N/A

RECOMMENDATION

Discussion only.

FY 2017-2018 Summary.pdf (102 KB)



Fiscal Year Summary October 2017 - September 2018
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	FY 2015	FY 2016	FY 2017	FY 2018
Number of Items	39,849	42,732	41,948	42,750
% Change		7.23%	-1.83%	1.91%
Number of Patrons	11,975	10,087	11,415	11,173
% Change		-15.77%	13.17%	-2.12%
Total Circulation	116,031	132,251	136,585	137,851
% Change		13.98%	3.28%	0.93%
Number of Internet Sessions	6,105	6,028	5,984	6,126
% Change		-1.26%	-0.73%	2.37%
Number of Programs	125	143	166	224
% Change		14.40%	16.08%	34.94%
Program Attendance	7,100	9,136	12,713	10,886
% Change		28.68%	39.15%	-14.37%
Number of Volunteer Hours	1,060	1,392	1,249	1,247
% Change		31.32%	-10.27%	-0.16%
Total ILLs Shipped/Received	665	1,036	1,494	1,465
% Change		55.79%	44.21%	-1.94%
Literacy Computer Uses			20,764	17,145
% Change				-17.43%
Door Count	46,724	65,838	69,645	67,443
% Change		40.91%	5.78%	-3.16%