



**Monday, January 13, 2020
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, January 13, 2020 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 approval of the September 9, 2019 meeting minutes.
4. Discuss and consider election of officers.
5. Receive and discuss the Library Manager's monthly report(s).
6. Receive and discuss a statistical summary of Library services for FY 2019.
7. Request for future agenda items.
8. Discuss Library Board announcements regarding special events, current activities, and local achievements.
9. 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.

A handwritten signature in black ink that reads "Michelle Lewis Sirianni".

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 | Jan 13, 2020 - Library Board Meeting |
| Category | A. Regular Meeting |
| Subject | 3. Consider approval of the September 9, 2019 meeting minutes. |
| Access | Public |
| Type | Action, Minutes |
| Recommended Action | Approve the minutes of the September 9, 2019 Library Board meeting. |
| Minutes | View Minutes for Sep 9, 2019 - Library Board Meeting |

Public Content**BACKGROUND**

Minutes from the September 9, 2019 Library Board meeting.

OVERVIEW

Minutes from the September 9, 2019 Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the minutes of the September 9, 2019 Library Board meeting.

Library Board Meeting (Monday, September 9, 2019)

Members Present: Marion
Simpson Kyle Graves Jarvis
Chambers Rhia Johnson Dixie
Scogin

Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, September 9, 2019 at 7:00 P.M. at the Sachse Public Library 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:

The meeting was called to order at 7:06 p.m.

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

Marion Simpson led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

Consider approving the minutes of the August 12, 2019 Library Board Meeting.

On the motion of Jarvis Chambers, seconded by Kyle Graves, the Board voted to approve the minutes of the August 12 meeting.

Consider approving changes to the Library Circulation Policy.

On the motion of Rhia Johnson, seconded by Jarvis Chambers, the present members of the Board voted unanimously to approve the changes to the Library Circulation Policy.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's monthly report.

Request for future agenda items.

No future agenda items were requested.

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

No announcements were discussed.

Adjournment

The meeting was adjourned at 7:29 p.m.

**Agenda Item Details**

| | |
|--------------------|---|
| Meeting | Jan 13, 2020 - Library Board Meeting |
| Category | A. Regular Meeting |
| Subject | 4. Discuss and consider election of officers. |
| Access | Public |
| Type | Action, Discussion |
| Recommended Action | Nominate and elect officers for 2020. |

Public Content**BACKGROUND**

The Library Board will elect officers for the year 2020.

OVERVIEW

The Library Board will elect officers for the year 2020.

POLICY CONSIDERATIONS

N/A

RECOMMENDATION

Nominate and elect officers for 2020.

**Agenda Item Details**

| | |
|----------|---|
| Meeting | Jan 13, 2020 - Library Board Meeting |
| Category | A. Regular Meeting |
| Subject | 5. Receive and discuss the Library Manager's monthly report(s). |
| Access | Public |
| Type | Discussion, Reports |

Public Content**BACKGROUND**

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

OVERVIEW

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.

October 2019 Library Manager's Report.pdf (125 KB)

November 2019 Library Manager's Report.pdf (116 KB)

December 2019 Library Manager's Report.pdf (117 KB)



| Departmental Report | | October 2019 | |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) | | Fiscal Year (current) | |
| This Month | Year to Date | This Month | Year to Date |

Collection

| | | | | |
|-------------------------|--------|-----|--------|-------|
| Number of Titles | 41,532 | | 43,661 | |
| Number of Items | 42,789 | | 45,481 | |
| Number of New Items | 483 | 483 | 1,057 | 1,057 |
| Number of Items Removed | 419 | 419 | 113 | 113 |
| Donated Items Added | 71 | 71 | 22 | 22 |
| Number of E-Books | 2,873 | | 3,190 | |
| Number of New E-Books | 75 | 75 | 0 | 0 |

Patrons

| | | | | |
|---------------------------|--------|-----|-------|-----|
| Number of Patrons | 11,285 | | 9,575 | |
| Number of New Patrons | 112 | 112 | 103 | 103 |
| Number of Patrons Removed | 0 | 0 | 0 | 0 |

Circulation

| | | | | |
|-----------------------------------|--------|--------|--------|--------|
| Total Circulation | 11,642 | 11,642 | 10,886 | 10,886 |
| Adult Fiction | 544 | 544 | 660 | 660 |
| Adult Non- Fiction | 560 | 560 | 467 | 467 |
| Juvenile Fiction | 5,293 | 5,293 | 4,911 | 4,911 |
| YA materials | 244 | 244 | 246 | 246 |
| Interlibrary Loans | 48 | 48 | 38 | 38 |
| Juvenile Non-Fiction | 749 | 749 | 741 | 741 |
| DVDs & Blu-Ray | 2,336 | 2,336 | 1,916 | 1,916 |
| E-Books (Sachse Patron Checkouts) | 812 | 812 | 906 | 906 |
| E-Books (Other Patron Checkouts) | 1,003 | 1,003 | 949 | 949 |
| Audio CDs | 53 | 53 | 52 | 52 |

Programs and Services

| | | | | |
|-----------------------------|-------|-------|-------|-------|
| Number of Internet Sessions | 609 | 609 | 434 | 434 |
| Number of Programs | 20 | 20 | 21 | 21 |
| Program Attendance | 1,431 | 1,431 | 1,078 | 1,078 |
| Number of Volunteer Hours | 104 | 104 | 215 | 215 |
| 3D Print Requests | 8 | 8 | 2 | 2 |
| ILL Incoming Requests | 42 | 42 | 44 | 44 |
| ILL Incoming Received | 47 | 47 | 33 | 33 |
| ILL Outgoing Requests | 175 | 175 | 186 | 186 |
| ILL Outgoing Shipped | 104 | 104 | 105 | 105 |
| Literacy Computer Uses | 1,693 | 1,693 | 1,481 | 1,481 |
| Door Count | 7,577 | 7,577 | 5,542 | 5,542 |

| Programs | Date | Attendance |
|--|----------|-------------|
| Kiwanis-Helping Children deal with Grief | 1-Oct | 0 |
| Tummy Time & Rhyme | 2-Oct | 12 |
| Preschool Read & Play | 2-Oct | 31 |
| Sachse/Wylie Authors Group | 2-Oct | 3 |
| Toddler Tales | 3-Oct | 53 |
| Writing Workshop | 5-Oct | 30 |
| Family Game Night | 8-Oct | 26 |
| Greta the Reading Therapy Dog | 8-Oct | 7 |
| Tummy Time & Rhyme | 9-Oct | 12 |
| Preschool Read & Play | 9-Oct | 19 |
| All-Ages Fire Prevention Story Time | 10-Oct | 71 |
| Sachse Gaming Adventures | 19-Oct | 5 |
| Greta the Reading Therapy Dog | 22-Oct | 9 |
| Tummy Time & Rhyme | 23-Oct | 12 |
| Preschool Read & Play w/ Mary Poppins | 23-Oct | 42 |
| Toddler Tales | 24-Oct | 56 |
| Halloween Blast | 29-Oct | 462 |
| Tummy Time & Rhyme | 30-Oct | 4 |
| Preschool Read & Play | 30-Oct | 15 |
| Toddler Tales | 31-Oct | 55 |
| October Guessing Game | 1-31 Oct | 154 |
| Total | | 1078 |

| Programs by Type | Number | Attendance |
|--------------------|--------|--------------|
| Story Times | 12 | 382 |
| Childrens Programs | 2 | 16 |
| Teen Programs | 0 | 0 |
| Adult Programs | 4 | 38 |
| Family Programs | 3 | 642 |
| Total | | 1,078 |



| Departmental Report | | November 2019 | |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) | | Fiscal Year (current) | |
| This Month | Year to Date | This Month | Year to Date |

Collection

| | | | | |
|-------------------------|--------|-------|--------|-------|
| Number of Titles | 41,780 | | 43,964 | |
| Number of Items | 43,037 | | 45,784 | |
| Number of New Items | 835 | 1,318 | 539 | 1,596 |
| Number of Items Removed | 587 | 1,006 | 236 | 349 |
| Donated Items Added | 98 | 169 | 74 | 96 |
| Number of E-Books | 2,942 | | 3,190 | |
| Number of New E-Books | 69 | 144 | 0 | 0 |

Patrons

| | | | | |
|---------------------------|--------|-----|-------|-----|
| Number of Patrons | 11,422 | | 9,709 | |
| Number of New Patrons | 139 | 251 | 135 | 238 |
| Number of Patrons Removed | 2 | 2 | 1 | 1 |

Circulation

| | | | | |
|-----------------------------------|--------|--------|-------|--------|
| Total Circulation | 10,324 | 21,996 | 9,312 | 20,198 |
| Adult Fiction | 609 | 1,153 | 597 | 1,257 |
| Adult Non- Fiction | 525 | 1,085 | 482 | 949 |
| Juvenile Fiction | 4,746 | 10,039 | 3,970 | 8,881 |
| YA materials | 203 | 447 | 216 | 462 |
| Interlibrary Loans | 31 | 79 | 35 | 73 |
| Juvenile Non-Fiction | 595 | 1,344 | 559 | 1,300 |
| DVDs & Blu-Ray | 1,999 | 4,335 | 1,651 | 3,567 |
| E-Books (Sachse Patron Checkouts) | 689 | 1,501 | 796 | 1,702 |
| E-Books (Other Patron Checkouts) | 880 | 1,883 | 845 | 1,794 |
| Audio CDs | 47 | 100 | 35 | 87 |
| Board Games, Card Games, & Puzzle | | | 126 | 126 |

Programs and Services

| | | | | |
|-----------------------------|-------|--------|-------|--------|
| Number of Internet Sessions | 556 | 1,165 | 402 | 834 |
| Number of Programs | 16 | 36 | 16 | 37 |
| Program Attendance | 456 | 1,884 | 498 | 1,576 |
| Number of Volunteer Hours | 100 | 148 | 163 | 378 |
| 3D Print Requests | 5 | 13 | 5 | 7 |
| ILL Incoming Requests | 29 | 44 | 29 | 73 |
| ILL Incoming Received | 29 | 76 | 31 | 64 |
| ILL Outgoing Requests | 125 | 300 | 151 | 337 |
| ILL Outgoing Shipped | 70 | 174 | 75 | 180 |
| Literacy Computer Uses | 1,254 | 2,947 | 1,326 | 2,807 |
| Door Count | 4,713 | 12,290 | 4,565 | 10,107 |

| Programs | Attendance |
|------------------------------------|--------------|
| GAME-ON! Family Game Night | 5-Nov 22 |
| Greta, the Reading Therapy Dog | 5-Nov 4 |
| "Home Safety" - Kiwanis Parent Ed. | 5-Nov 7 |
| Tummy Time & Rhyme | 6-Nov 22 |
| Preschool Read & Play | 6-Nov 19 |
| Toddler Tales | 7-Nov 46 |
| Medicare Basics | 12-Nov 6 |
| All-Ages Recycling Story Time | 13-Nov 34 |
| Perot Museum TECH Truck | 19-Nov 60 |
| Tummy Time & Rhyme | 20-Nov 14 |
| Preschool Read & Play | 20-Nov 17 |
| Toddler Tales | 21-Nov 31 |
| Sachse Gaming Adventures | 23-Nov 2 |
| Tummy Time & Rhyme | 27-Nov 2 |
| All-Ages Thanksgiving Story Time | 27-Nov 62 |
| November Guessing Game | 1-30 Nov 150 |
| Total | 498 |

| Programs by Type | Number | Attendance |
|--------------------|-----------|------------|
| Story Times | 9 | 247 |
| Childrens Programs | 2 | 64 |
| Teen Programs | 0 | 0 |
| Adult Programs | 3 | 15 |
| Family Programs | 2 | 172 |
| Total | 16 | 498 |



| Departmental Report | | December 2019 | |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) | | Fiscal Year (current) | |
| This Month | Year to Date | This Month | Year to Date |

Collection

| | | | | |
|-------------------------|--------|-------|--------|-------|
| Number of Titles | 41,904 | | 43,912 | |
| Number of Items | 43,161 | | 45,732 | |
| Number of New Items | 370 | 1,688 | 361 | 1,957 |
| Number of Items Removed | 246 | 1,252 | 413 | 762 |
| Donated Items Added | 28 | 197 | 30 | 126 |
| Number of E-Books | 2,975 | | 3,309 | |
| Number of New E-Books | 33 | 177 | 119 | 119 |

Patrons

| | | | | |
|---------------------------|--------|-----|-------|-----|
| Number of Patrons | 11,449 | | 9,733 | |
| Number of New Patrons | 27 | 278 | 24 | 262 |
| Number of Patrons Removed | 0 | 2 | 0 | 1 |

Circulation

| | | | | |
|-----------------------------------|-------|--------|-------|--------|
| Total Circulation | 9,408 | 31,404 | 8,529 | 28,736 |
| Adult Fiction | 634 | 1,787 | 598 | 1,855 |
| Adult Non- Fiction | 517 | 1,602 | 559 | 1,508 |
| Juvenile Fiction | 3,837 | 13,876 | 3,295 | 12,176 |
| YA materials | 190 | 637 | 249 | 711 |
| Interlibrary Loans | 32 | 111 | 30 | 103 |
| Juvenile Non-Fiction | 527 | 1,871 | 352 | 1,652 |
| DVDs & Blu-Ray | 1,880 | 6,215 | 1,455 | 5,022 |
| E-Books (Sachse Patron Checkouts) | 667 | 2,168 | 809 | 2,511 |
| E-Books (Other Patron Checkouts) | 1,086 | 2,969 | 1,042 | 2,836 |
| Audio CDs | 38 | 138 | 31 | 118 |
| Board Games, Card Games, & Puzzle | | | 109 | 244 |

Programs and Services

| | | | | |
|-----------------------------|-------|--------|-------|--------|
| Number of Internet Sessions | 426 | 1,591 | 378 | 1,212 |
| Number of Programs | 11 | 47 | 15 | 52 |
| Program Attendance | 2,351 | 4,235 | 2,379 | 3,955 |
| Number of Volunteer Hours | 110 | 258 | 125 | 503 |
| 3D Print Requests | 3 | 16 | 3 | 10 |
| ILL Incoming Requests | 23 | 67 | 27 | 100 |
| ILL Incoming Received | 29 | 105 | 32 | 96 |
| ILL Outgoing Requests | 114 | 414 | 149 | 486 |
| ILL Outgoing Shipped | 60 | 234 | 83 | 263 |
| Literacy Computer Uses | 992 | 3,939 | 1,101 | 3,908 |
| Door Count | 3,928 | 16,218 | 4,114 | 14,221 |

Programs

Attendance

| | | |
|--|----------|-------------|
| Kiwanis Class and Mrs. Claus Storytime | 3-Dec | 42 |
| Sachse Christmas Extravaganza | 4-Dec | 2000 |
| All-Ages Storytime | 5-Dec | 35 |
| How Money Works | 7-Dec | 17 |
| Family Game Night | 10-Dec | 14 |
| Greta the Reading Therapy Dog | 10-Dec | 2 |
| Tummy Time & Rhyme | 11-Dec | 9 |
| Preschool Read & Play | 11-Dec | 12 |
| Toddler Tales | 12-Dec | 45 |
| National Hot Cocoa Day Event | 13-Dec | 32 |
| Voter Registration Event | 13-Dec | 0 |
| Christmas Storytime with Guest Readers | 17-Dec | 52 |
| Census Recruiting Event | 20-Dec | 8 |
| Sachse Gaming Adventures | 28-Dec | 8 |
| December Guessing Game | 1-31 Dec | 103 |
| Total | | 2379 |

Programs by Type

Number

Attendance

| | | |
|--------------------|---|--------------|
| Story Times | 5 | 153 |
| Childrens Programs | 2 | 105 |
| Teen Programs | 0 | 0 |
| Adult Programs | 4 | 33 |
| Family Programs | 4 | 2,088 |
| Total | | 2,379 |

**Agenda Item Details**

| | |
|----------|---|
| Meeting | Jan 13, 2020 - Library Board Meeting |
| Category | A. Regular Meeting |
| Subject | 6. Receive and discuss a statistical summary of Library services for FY 2019. |
| Access | Public |
| Type | Discussion, Reports |

Public Content**BACKGROUND**

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

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 2019 Summary Stats.pdf (105 KB)



| |
|--|
| Fiscal Year Summary October 2018 - September 2019 |
|--|

| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2020 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Number of Items | 39,849 | 42,732 | 41,948 | 42,750 | 44,524 |
| % Change | | 7.23% | -1.83% | 1.91% | 4.15% |
| Number of Patrons | 11,975 | 10,087 | 11,415 | 11,173 | 9,472 |
| % Change | | -15.77% | 13.17% | -2.12% | -15.22% |
| Total Circulation | 116,031 | 132,251 | 136,585 | 137,851 | 138,495 |
| % Change | | 13.98% | 3.28% | 0.93% | 0.47% |
| Number of Internet Sessions | 6,105 | 6,028 | 5,984 | 6,126 | 5,828 |
| % Change | | -1.26% | -0.73% | 2.37% | -4.86% |
| Number of Programs | 125 | 143 | 166 | 224 | 233 |
| % Change | | 14.40% | 16.08% | 34.94% | 4.02% |
| Program Attendance | 7,100 | 9,136 | 12,713 | 10,886 | 13,379 |
| % Change | | 28.68% | 39.15% | -14.37% | 22.90% |
| Number of Volunteer Hours | 1,060 | 1,392 | 1,249 | 1,247 | 1,537 |
| % Change | | 31.32% | -10.27% | -0.16% | 23.26% |
| Total ILLs Shipped/Received | 665 | 1,036 | 1,494 | 1,465 | 1,548 |
| % Change | | 55.79% | 44.21% | -1.94% | 5.67% |
| Literacy Computer Uses | | | 20,764 | 17,145 | 18,373 |
| % Change | | | | -17.43% | 7.16% |
| Door Count | 46,724 | 65,838 | 69,645 | 67,443 | 69,545 |
| % Change | | 40.91% | 5.78% | -3.16% | 3.12% |