



**Monday, April 11, 2022
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, April 11, 2022, 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 March 14, 2022, meeting minutes.
4. Receive and discuss the Library Manager's monthly report.
5. Discuss the creation of a new Library long-range plan.
6. Discuss Library Board announcements regarding special events, current activities, and local achievements.
7. Request for future agenda items.
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.


Leah K Granger, 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	Apr 11, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the March 14, 2022, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Mar 14, 2022 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the March 14, 2022, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[03.14.2022 Library Board Minutes.pdf \(116 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES
MARCH 14, 2022**

The Library Board of the City of Sachse held a regular meeting on Monday, March 14, 2022, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Dashe Williams; Vice-Chairperson John Morris; Board Members Rhia Johnson, Cindy Woodcock, and Joshua Frick; and Manager of Library Services, Daniel Laney.

Members Absent: Marion Simpson and Cindy Gaspar

Chairperson Williams called the meeting to order at 7:07 p.m.

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

Ms. Williams led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

Consider approval of the January 24, 2022 meeting minutes.

The minutes were approved unanimously on a motion by Mr. Morris, seconded by Ms. Johnson.

Introduce new board members.

Mr. Laney introduced the two new Library Board members: Cindy Woodcock and Joshua Frick.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for January and February 2022. Mr. Laney indicated that the Library's service statistics were up across the board from the previous year, although January is normally a slow month for Library services. Additionally, the Library was closed for several days during the month of February due to winter storms. Mr. Laney noted that the Library introduced a new series of monthly adult craft night programs starting in January, which have been well-attended.

Several Board Members had questions about specific items in the statistical report, and Mr. Laney clarified the questions regarding the statistics for "Number of Patrons" and "Door Count."

Discuss the creation of a new Library long-range plan.

Mr. Laney provided the Board with a draft narrative for inclusion in the Long-Range Plan, which contained updated historical, statistical, and demographic information for the Library and for the City of Sachse, as well as updated information on Library services and programs. Mr. Laney informed the Board that staff is planning to do a survey of Sachse residents for use in the creation of the Long-Range Plan, as well as gain input from local business owners on ways the Library can

better serve small businesses. Mr. Frick stated that he had experience with conducting surveys and offered to help Mr. Laney with this process.

Request for future agenda items.

Mr. Frick asked for information on how the Library chooses materials to add to the collection. Mr. Laney provided information on the Library’s Collection Development Policy, which guides purchasing decisions for the Library. Mr. Frick followed up with a question regarding the process for patron complaints about Library materials, and Mr. Laney provided information on the Library’s material review process as described in the Collection Development Policy.

Mr. Laney informed the Board about two potential agenda items for upcoming meetings, including a presentation about the Library’s 2022 Summer Reading Program, and a presentation from Erica Arena, the Library’s new Senior Librarian.

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

Ms. Williams informed the Board of an Easter event at City Line Richardson on Saturday, March 26, hosted by DallasMoms.com.

Adjournment

Chairperson Williams adjourned the meeting at 8:34 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

John Morris, Vice-Chairperson



Agenda Item Details

Meeting	Apr 11, 2022 - 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

Receive and discuss the Library Manager's monthly report.

[March 2022 Library Manager's Report.pdf \(92 KB\)](#)



Departmental Report		March 2022	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	34,112		35,716	
Number of Items	35,382		36,980	
Number of New Items	467	2,526	435	1,958
Number of Items Removed	1,463	2,572	351	1,759
Donated Items Added	13	91	7	34
Number of E-Books	3,862		3,927	
Number of New E-Books	84	336	67	237

Patrons

Number of Patrons	9,536		8,782	
Number of New Patrons	56	320	125	637
Number of Patrons Removed	0	2	0	2,072

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	6,517	7,897	49,651	9,396	13,193	69,732
Adult Fiction	267	398	2,991	482	755	3,868
Adult Non-Fiction	169	246	2,033	218	467	2,503
Juvenile Fiction	1,683	2,401	15,950	3,183	5,080	27,385
YA materials	154	238	1,378	200	447	1,936
Interlibrary Loans	19	21	114	25	30	197
Juvenile Non-Fiction	386	551	3,232	654	1,083	5,136
DVDs & Blu-Ray	307	504	3,381	662	1,339	6,798
Board Games, Card Games, & Puzzle	6	6	6	168	185	810
Literacy Kits				29	32	150
Hoopla	733	733	3,839	1,083	1,083	6,002
CloudLibrary (Sachse Patrons)	1,092	1,092	5,968	1,066	1,066	6,580
CloudLibrary (Other Patrons)	1,679	1,679	10,688	1,626	1,626	8,367

Programs and Services

Number of Internet Sessions	62	539	215	797
Number of Programs	5	31	25	91
Program Attendance	142	790	559	1,819
Number of Volunteer Hours			43	95
Meeting Room Rentals			9	40
3D Print Requests	6	188	55	286
ILL Incoming Requests	22	90	25	176
ILL Incoming Received	20	95	28	177
ILL Outgoing Requests	112	638	90	542
ILL Outgoing Shipped	81	394	50	308
Literacy Computer Uses	293	293	526	3,198
Door Count	1,790	11,559	3,661	16,750

Programs	Date	Participation
Toddler Story Time	2-Mar	44
After School Dungeons & Dragons	2-Mar	5
Preschool Story Time	3-Mar	26
Baby Bounce Story Time	4-Mar	12
Perot Museum TECH Truck - NO SHOW	5-Mar	51
Family Game Night	8-Mar	10
Greta the Reading Therapy Dog	8-Mar	1
Adult/Teen Dungeons & Dragons	8-Mar	4
Toddler Story Time	9-Mar	66
Preschool Story Time	10-Mar	16
Adult Craft Night - Bath Bombs	10-Mar	16
Baby Bounce Story Time	11-Mar	4
Movie Matinee (Encanto)	14-Mar	26
Toddler Story Time	16-Mar	38
Preschool Story Time	17-Mar	24
Baby Bounce Story Time	18-Mar	10
Greta the Reading Therapy Dog	22-Mar	4
Family Game Night	22-Mar	8
Toddler Story Time	23-Mar	55
After School Dungeons & Dragons	23-Mar	5
Preschool Story Time	24-Mar	42
Adult/Teen Dungeons & Dragons	24-Mar	5
Baby Bounce Story Time	25-Mar	14
Toddler Story Time	30-Mar	40
Preschool Story Time	31-Mar	33
Total		559

Programs by Type	Number	Participation
Story Times	14	424
Children's Programs & Events	3	56
Teen Programs & Events	2	10
Adult Programs & Events	3	25
Family Programs & Events	3	44
Total		559



Agenda Item Details

Meeting	Apr 11, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Discuss the creation of a new Library long-range plan.
Access	Public
Type	Discussion

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. During the March 2022 meeting, Library Manager Daniel Laney presented a draft of the narrative portion for the long-range plan. In the coming months, Library staff plan to conduct a community needs survey of Sachse residents to identify areas of Library services that are important to residents.

OVERVIEW

The Library Board will discuss the draft of the narrative portion of the long-range plan, as well as potential questions and plans for conducting a community needs survey.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss the draft of the narrative portion of the long-range plan, as well as potential questions and plans for conducting a community needs survey.

[2023 Library Long-Range Plan DRAFT Narrative Only 4-8-2022.pdf \(409 KB\)](#)

[Community Needs Survey DRAFT 4-8-2022.pdf \(120 KB\)](#)



SACHSE PUBLIC LIBRARY

Long Range Plan

FY 2023 to FY 2027



Library Mission Statement

***We link people to the world by enriching lives,
creating community, and inspiring curiosity.***

Introduction

As a requirement for accreditation by the Texas State Library and Archives Commission, public libraries in the state of Texas must have a long-range plan that is approved by a governing board. This plan must be reviewed and updated a minimum of every five years.

The long-range plan required by the Texas State Library and Archives Commission provides goals and measurable objectives to guide the Library's future growth. Library staff will utilize this document in the planning and evaluation of Library services and programs, and to establish priorities for the allocation of resources.

History

When the Sachse Public Library was built in 2001, it served a population of 10,000 residents. At that time, the Library building provided adequate space for Library programs, activities, and a collection of 27,000 physical items, which equated to 2.7 items per capita.

The Sachse Public Library now serves a population of approximately 27,103 residents per the 2020 census, and the Library's collection contains approximately 37,200 physical items, in addition to approximately 3,950 electronic books and audiobooks in the digital collection as of March 2022.

The Library's current collection contains 1.52 items per capita, which meets the Texas State Library and Archives Commission's minimum standards for accreditation. However, the current building will not accommodate a collection large enough to meet the recommended standard of 1.95 items per capita. In order to meet this criterion, the Library would need to increase the space available for the collection to accommodate approximately 52,850 items at the city's current population level, or 58,500 items at the city's estimated build-out population of 30,000 residents.

Since 2001, program attendance has grown from 1,389 to a peak of 13,379 in 2019. Circulation of Library materials also increased from 40,328 in 2001 and is expected to reach 135,000 by the end of FY 2022. Currently, the majority of the Library's programs and special events take place in the Library Meeting Room, which has a maximum capacity of 50 people. Due to the popularity of many Library programs, staff must sometimes relocate programs and events to alternate locations, including the City Hall amphitheater and the public area inside the Library. This is especially true for special

events during the Library's Summer Reading Program, which are often attended by 200-500 people.

Demographics

Sachse is considered a second-ring suburban community. Sachse is located approximately 20 miles from Dallas, and 32 miles from Dallas/Fort Worth International Airport, and is surrounded by the cities of Garland, Rowlett, Wylie, and Murphy. Sachse has primary access from SH 78 and President George Bush Turnpike (PGBT). Currently, the city is seeing a growth in development along the PGBT corridor, including The Station, a mixed-use entertainment district, and Trinity Regional Hospital Sachse, an acute care hospital and medical office complex.

As of July 2015, the Dallas/Fort Worth area had an estimated population of 7,089,888 people, according to the U.S. Census Bureau. By the 2020 Census, the population of Dallas/Fort Worth increased to 7,637,387, a net gain of 547,499 people, or a 7.72% increase over five years. The population of the City of Sachse also grew over the same period from an estimated 24,632 people in 2015 to 27,103 according to the 2020 Census, an increase of 10.03% over the same five-year period.

According to the most recent data from the U.S. Census Bureau, the average household size in the City of Sachse is 3.17 persons per household as of 2019, which is higher than the Dallas/Fort Worth average of 2.84 persons per household. The Median age for residents of Sachse is 37.1, which is higher than Dallas/Fort Worth at 35.1.

Educational Attainment

A large portion of Sachse residents have advanced educational attainment and work in a professional industry. Approximately 67.3% of Sachse residents over the age of 25 have at least some college, and approximately 34.1% have a Bachelor's Degree or higher.

Library Services

The Sachse Public Library is located adjacent to Sachse City Hall at 3815 Sachse Road, Building C. Library hours are Monday, Wednesday, and Friday from 10 a.m. to 6 p.m., Tuesday and Thursday from 11 a.m. to 8 p.m., and Saturday from 10 a.m. to 4 p.m. The Sachse Public Library provides services for all ages.

The Library offers a collection of over 37,000 physical items, including books, DVDs, board games, and literacy kits. The Library also provides cardholders with access to a collection of digital resources, including nearly 4,000 eBooks and audiobooks from CloudLibrary, access to digital magazines from CloudLibrary NewsStand, downloadable and streaming eBooks, audiobooks, music, movies, TV series, comic books from Hoopla, and online tutoring and homework help services from Brianfuse HelpNow. All physical

and digital materials offered by the Sachse Public Library are available with a Library card, which can be obtained free of charge by Texas residents.

Desktop computers with Microsoft Office software and internet access are available for use by Library users during the Library's hours of operation. Wireless internet access is provided for all visitors on the City of Sachse's public Wi-Fi network, and is accessible inside the Library and in the surrounding outdoor areas. The Library offers 3D printing services for cardholders, and Library staff host classes on 3D printing and basic 3D design. The Library also provides free interlibrary loan services for Library cardholders, and offers TexShare cards and access to the TexShare databases through the Texas State Library and Archives Commission's TexShare program.

The Sachse Public Library offers a schedule of programs and events for children, teens, and adults. Programs include Story Times, craft events, informational seminars and educational programs for adults. The Library also hosts special reading programs, including the annual Summer Reading Program, Adult Reading Challenge, and the 1,000 Books Before Kindergarten reading program.

Community Needs Survey
Sachse Public Library

- Do you have a Sachse Public Library card?
 - Yes
 - No

- How much do you value the following library services currently offered by the Sachse Public Library? (5 Point Likert Scale)
 - Book Lending
 - Graphic Novel Lending
 - DVD Lending
 - Board Game Lending
 - Literacy Kit Lending
 - Interlibrary Loan
 - Curbside Pickup
 - Ebooks
 - Digital Audiobooks
 - Digital Movies & TV Series
 - Digital Music
 - Digital Magazines
 - Online Tutoring
 - Homework Help
 - Online Databases
 - Wi-Fi and Computer Access
 - Printing Services
 - Scanning and Faxing Services
 - 3D Printing
 - Children's Programs and Events
 - Teen Programs and Events
 - Adult Programs and Events
 - Story Times
 - Craft Programs
 - STEM Programs
 - Classes and Workshops
 - Gaming Events
 - Exam Proctoring

- What services and amenities would interest you if they were available at the library?
 - Study Rooms
 - Quiet Room
 - Children's Play Area
 - Teen Room
 - Computer Lab
 - Makerspace
 - More Space for Books and Other Materials
 - More Space for Programs and Events
 - More Space for Working

- More Space for Studying
 - More Space for Reading
 - Computer Classes
 - Job Hunting & Resume Classes
 - ESL Classes
 - More Children's Programs
 - More Teen Programs
 - More Adult Programs
 - More Story Times
 - More Craft Programs
 - More STEM Programs
 - More Classes and Workshops
 - Other _____
- What is the most effective way for the library to inform you about library programs, collections, and services?
 - Email newsletter
 - Text Message Notifications
 - Library Social Media Account
 - Info Mailed to my Home
 - Other _____
- What are the most convenient days and times for you to visit the Library?

○ Monday	○ 8 a.m. – 10 a.m.
○ Tuesday	○ 10 a.m. – 12 p.m.
○ Wednesday	○ 12 p.m. – 2 p.m.
○ Thursday	○ 2 p.m. – 4 p.m.
○ Friday	○ 4 p.m. – 6 p.m.
○ Saturday	○ 6 p.m. – 8 p.m.
○ Sunday	○ 8 p.m. – 10 p.m.
- How often do you visit the Sachse Public Library?
 - Daily
 - 2-5 times per week
 - About once per week
 - About once per month
 - About once per year
 - I never visit the Sachse Public Library
 - Other _____
- If you have not visited the Sachse Public Library recently or used the Library's online resources, please tell us why.
 - I don't have time to visit the Library
 - The Library isn't open during hours when I can visit
 - The Library doesn't offer the materials I need/want
 - The Library doesn't offer the services I need/want
 - Other _____

- What else can be done to improve the Sachse Public Library?

- What is your age?
 - Under 18
 - 18-25
 - 26-39
 - 40-49
 - 50-59
 - 60-69
 - 70+
 - I prefer not to say

- How would you describe your current family status? Check all that apply.
 - Single
 - Live with Partner
 - Married
 - Divorced
 - Widowed
 - I prefer not to say
 - No Children
 - Children under 18 at Home
 - Children over 18 at Home
 - Children not in Same Household
 - Grown Children not at Home
 - Grandchildren at home