



# City of Sachse, Texas

## Meeting Agenda

### Library Board

---

Monday, April 9, 2018

7:00 PM

Library Meeting Room

---

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, April 9, 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:

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
2. [18-4212](#) Consider approval of the March 12, 2018 meeting minutes.  
*Attachments:* [2018-03 Sachse Library Board Minutes](#)
3. [18-4214](#) Receive and discuss the results of the Library's story time parent survey.  
*Attachments:* [Story Time Survey Statistics](#)  
[Story Time Survey Suggestions](#)
4. [18-4213](#) Receive and discuss the Library Manager's monthly report.  
*Attachments:* [March 2018](#)
5. Requests for future agenda items.
6. Discuss Library Board announcements regarding special events, current activities, and local achievements.
7. Adjournment.

Posted: April 5, 2018; 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)

<b>File #:</b>	18-4212	<b>Version:</b>	1	<b>Name:</b>	Library Board Minutes - March 12, 2018
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	4/2/2018	<b>In control:</b>		<b>In control:</b>	Library Board
<b>On agenda:</b>	4/9/2018	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approval of the March 12, 2018 meeting minutes.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">2018-03 Sachse Library Board Minutes</a>				

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

Title  
March 12, 2018 meeting minutes.

Background  
Minutes for the March 12, 2018 meeting.

Policy Considerations  
N/A

Budgetary Considerations  
N/A

Staff Recommendations  
Approve the minutes of the March 12, 2018 meeting.

# **City of Sachse – Library Board Monthly Meeting Meeting Minutes**

March 12, 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 March 12, 2018 at the Sachse Public Library meeting room.

## **II. Roll call**

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

## **III. Approval of Minutes from Previous Meetings**

- a) 18-4179 Consider approval of the August 14, 2017 meeting minutes
  - i) Minutes from August 14, 2017 meeting reviewed and approved as written.
- b) 18-4180 Consider approval of the October 9, 2017 meeting minutes
  - i) Minutes from October 9, 2017 meeting reviewed and approved as written.
- c) 18-4181 Consider approval of the February 12, 2018 meeting minutes
  - i) Minutes from February 12, 2018 meeting reviewed and approved as written.

## **IV. Open issues**

- a) Consider the election of new officers
  - i) 2018 Chairman: Billy Ketner
  - ii) 2018 Vice Chairwoman: Ruth Glover
  - iii) 2018 Secretary: Amy R. Brooks
- b) 18-4176 Receive and discuss the Library Manager's Monthly reports

- i) October 2017 through February 2018
- ii) Audio CDs are declining in circulation
- iii) Young Adult materials are increasing in circulation

**V. Upcoming events**

- a) March 21 City of Sachse budget kick off
- b) March 28 City of Sachse Appreciation Dinner
- c) April 3-6 Texas Library Association: Three staff members will be attending the convention in Dallas, TX

**VI. New business**

- a) Volunteer Opportunities:
  - i) Teen Volunteers needed.
  - ii) Adult Volunteers needed – Especially during the day hours and April 3-6. The process includes an application and interview.
- b) Ruth Glover requested a read out of the Sachse Library public survey regarding events and new materials.
- c) Library Story Times have changed based on feedback from the public survey. The Library has created story times based on age groups.

**VII. Adjournment**

Billy Ketner adjourned the meeting.

Minutes submitted by: Amy R Brooks



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	18-4214	<b>Version:</b>	1	<b>Name:</b>	Story Time parent survey results
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	4/2/2018	<b>In control:</b>		<b>In control:</b>	Library Board
<b>On agenda:</b>	4/9/2018	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Receive and discuss the results of the Library's story time parent survey.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Story Time Survey Statistics</a> <a href="#">Story Time Survey Suggestions</a>				

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

### Title

Receive and discuss the results of the Library’s story time parent survey.

### Background

The Library recently updated the story time schedule to include separate story times for each age group, including infants, toddlers, and preschoolers. For the first three weeks of the new schedule, parents attending one of the Library’s three story times were asked to complete a survey to determine the effectiveness of the new story time format.

### Policy Considerations

N/A

### Budgetary Considerations

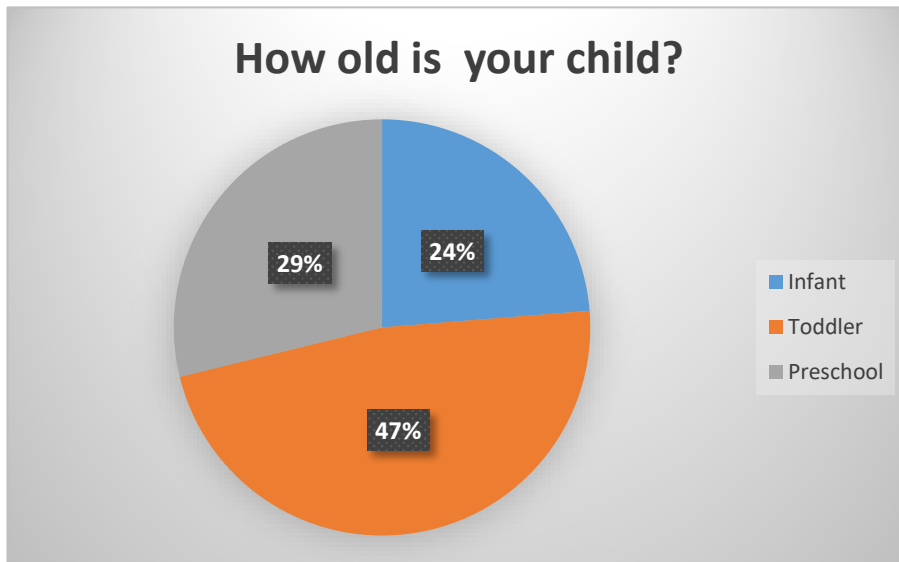
N/A

### Staff Recommendations

Discussion only.

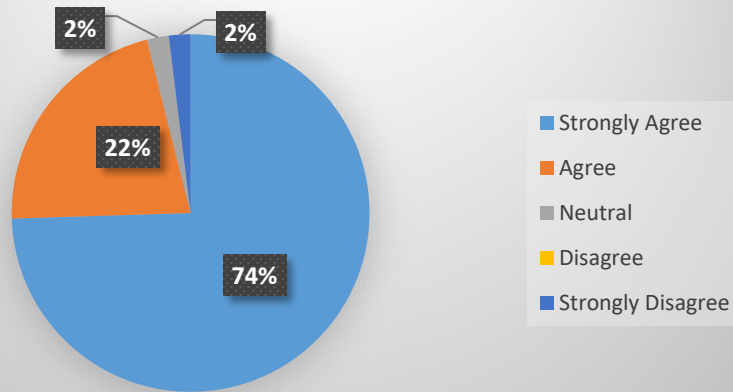
# Sachse Public Library

## Story Time Parent Survey



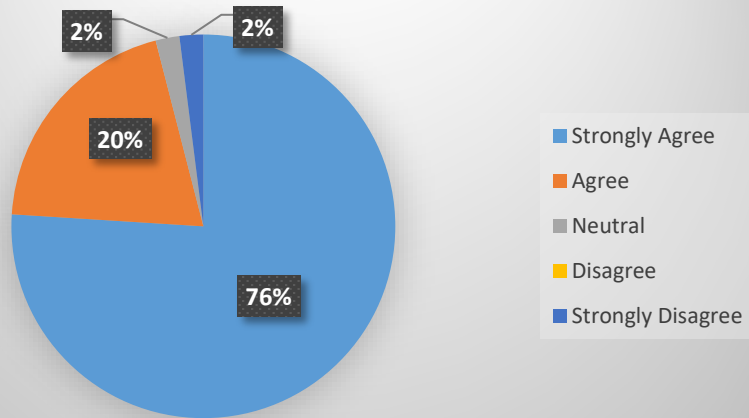
Response	# of responses	% of responses
Infant	14	23.73%
Toddler	28	47.46%
Preschool	17	28.81%
Total Responses	59	100.00%

### This program is useful for my child's development.



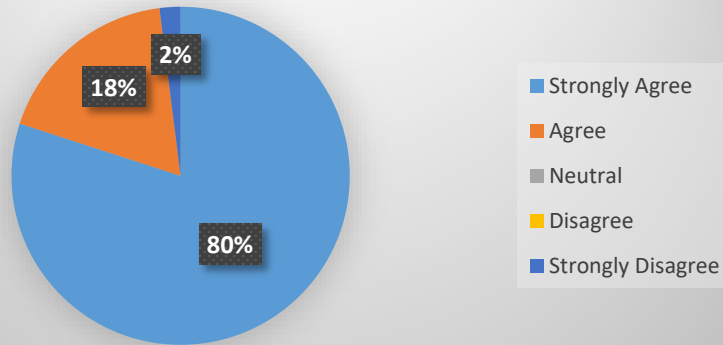
Response	# of responses	% of responses
Strongly Agree	38	74.51%
Agree	11	21.57%
Neutral	1	1.96%
Disagree	0	0.00%
Strongly Disagree	1	1.96%
Total Responses	51	100.00%

### The materials used in today's Story Tims are appropriate for my child's age group.



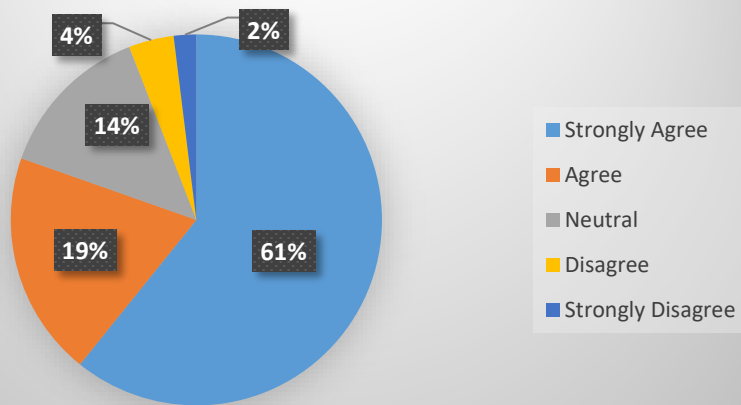
Response	# of responses	% of responses
Strongly Agree	38	76.00%
Agree	10	20.00%
Neutral	1	2.00%
Disagree	0	0.00%
Strongly Disagree	1	2.00%
Total Responses	50	100.00%

The area selected for today's Story Time was welcoming and provided enough space for activities.



Response	# of responses	% of responses
Strongly Agree	40	80.00%
Agree	9	18.00%
Neutral	0	0.00%
Disagree	0	0.00%
Strongly Disagree	1	2.00%
Total Responses	50	100.00%

The Story Time schedule meets the needs of my family.



Response	# of responses	% of responses
Strongly Agree	31	60.78%
Agree	10	19.61%
Neutral	7	13.73%
Disagree	2	3.92%
Strongly Disagree	1	1.96%
Total Responses	51	100.00%



## Sachse Public Library Story Time Survey Results

**What suggestions do you have for improving the Library's Story Times?**

Toys after Story Time so Infant can Interact.
A quiet activity to end may make for a better finish, maybe something personally interactive like a song w/ sign language. We LOVE the bubbles though! Don't get rid of that.
Preschool Story Time should be in the morning when they are fresh - not in the afternoon when most are napping.
This was our first Story Time to attend and it was great! Good job
None - This story time is our favorite. (Child) enjoys the routine and craft
None. Love the time and all!
Songs they can remember at home too like Itsy Bitsy Spider, Wheels on the Bus (maybe flanel for them)
The time is perfect.
More Songs
I love the mats, but my toddler isn't familiar w/ the idea of them; is there an activity or interactive song that can teach them / entice them to stay with their mat? Something we can do @ home, too?
Puppet show will be a great addition
Little earlier time would be better. Still want crafts after Toddler ST! Really liked all the songs and movement/activities with today's program!
I feel some longer stories would be great too & maybe more comprehension think alouds, while reading.
Thursday time works great but the preschool time is during nap time and Saturday isn't really feasible for us.
All is good
It was great! Loved the bubbles!!
9 AM Story Time, 10:45 is nap time #1 : )
More classes (story times) in the afternoon
Keep sending out reminder emails. Sachse and Wylie don't have preschool. Keep communicating events in social media
It was great, entertaining and interacting activity for my child.
Great job, songs are the best
Would like to see more timings on weekend, like Saturday
None really, love how you incorporate sign language : )
We just happened to come to the Library by change but I will be back with my preschooler. We don't have any suggestions at this time.
Move Time
Possibly a little longer ~40 min. Repetition of a familiar book like you guys do with songs.
Since I work, I can't bring them to the story time during the week. I would appreciate if there was Saturday story time.
If possible, can story time include stories in other languages? E.g. Spanish
This was awesome! We really enjoyed our time today! : )
Love the toddler only option! Love the big books & the bubbles!
Just a variety at the end. (Love the bubbles & parachute) Like the big surprise @ the end.
We're enjoying it as is. Thank you!

If the Library were to add an all-ages Story Time to the current schedule, list your preferred day and time.

Thursday or Friday 10:45
Monday 10am-11am
Weekend morning (we have a 4 month old infant and a 21 month old toddler)
Mornings
Any
Friday mid-morning
Weekday afternoons (11am on)
Doesn't matter!
Any day - just after 10:30 AM
Friday @ 3 PM
Tuesday - 11am
Idk
Friday 11:15
N/A
Maybe Monday or Tuesday evenings.
Any weekday evening 5:30
10am or 4pm
Add more days!
When she is a little older
Anyday in the afternoon so I can get help with the twins.
Any day 10:30am to 11:00 or 3:30pm to 4:00
Anytime Saturday or Sunday, anytime between 5pm-8:30pm during week.
Tuesday 5-6pm
Sat - morning - afternoon
Saturday 11:00/12:00/1:00pm
Current schedule
6 or 6:30pm weeknights or Saturdays
Saturdays
Weekends
Saturday mornings
Any day is fine. Timing around 12:30 p.m.
Saturdays - 11:00 a.m.
Thursday 12pm
Mondays or Fridays at 2 PM or 11:30 AM
Saturday @ 10:30 or 11
Any day.



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 18-4213      **Version:** 1      **Name:** March 2018  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 4/2/2018      **In control:** Library Board  
**On agenda:** 4/9/2018      **Final action:**  
**Title:** Receive and discuss the Library Manager's monthly report.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [March 2018](#)

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

Title  
Library Manager's Report

Background  
Library Manager Daniel Laney 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		March (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

**Collection**

Number of Titles	41,559		41,687	
Number of Items	42,789		42,919	
Number of New Items	648	2,812	422	2,885
Number of Items Removed	150	2,861	271	1,763
Donated Items Added	56	318	51	125
Number of E-Books	2,481		2,751	
Number of New E-Books	47	232	27	140

**Patrons**

Number of Patrons	10,586		11,883	
Number of New Patrons	80	500	84	475
Number of Patrons Removed	2	11	1	2

**Circulation**

Total Circulation	11,390	62,678	10,724	60,897
Adult Fiction	822	4,540	593	3,990
Adult Non- Fiction	614	3,417	504	2,629
Juvenile Fiction	5,553	31,859	4,820	28,464
YA materials	224	1,067	322	1,675
Interlibrary Loans	97	333	70	319
Juvenile Non-Fiction	872	4,354	913	3,892
DVDs & Blu-Ray	2,732	14,083	2,456	13,215
E-Books	362	2,247	171	1,058
E-book consortium			809	5,277
Audio CDs	94	727	66	381

**Programs and Services**

Number of Internet Sessions	638	2,857	521	2,630
Number of Programs	16	72	25	108
Program Attendance	736	3,536	705	3,664
Number of Volunteer Hours	57	500	164	536
ILL incoming requests			52	287
ILL incoming received			60	292
ILL outgoing requests			128	821
ILL outgoing shipped			73	443
Literacy Computer Uses	2,056	6,557	1,722	7,349
Door Count	6,300	10,206	5,359	28,173

Programs	Date	Attendance
Trucks Story Time	1-Mar	47
Teen Digital Scavenger Hunt	3-Mar	9
Teen DIY Program	6-Mar	18
Infant Story Time	7-Mar	16
Preschool Story Time	7-Mar	10
Toddler Story Time	8-Mar	33
Teen "Throwback Thursday"	8-Mar	6
Teen Movie - "Thor: Ragnarok"	10-Mar	1
Family Movie - "Coco"	12-Mar	39
Family Game Night	13-Mar	56
Princess the Reading Dog	13-Mar	11
Infant Story Time	14-Mar	21
Preschool Story Time	14-Mar	28
Stuffie Sleepover	14-Mar	18
Toddler Story Time	15-Mar	29
St. Patricks Day Story Time	17-Mar	32
St. Patrick's Come and Go Craft	17-Mar	19
Kids "Frozen" Yoga	20-Mar	27
Infant Story Time	21-Mar	9
Preschool Story Time	21-Mar	21
Toddler Story Time	22-Mar	24
Family Movie - "Frozen"	24-Mar	7
Easter Story Time & Egg Hunt	28-Mar	68
Princess the Reading Dog	28-Mar	0
Easter Story Time & Egg Hunt	29-Mar	156
		705

Programs by Type	Number	Attendance
Story Times	13	494
Childrens Programs	5	75
Teen Programs	4	34
Adult Programs	0	0
Family Programs	3	102