



**Monday, December 13, 2021
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, December 13, 2021, 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 October 11, 2021, meeting minutes.
4. Receive and discuss the Library Manager's monthly report.
5. Discuss the creation of a new Library long-range plan.
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.

Leah K Granger, Interim 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	Dec 13, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the October 11, 2021, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Oct 11, 2021 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the October 11, 2021, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[10.11.21 Library Board Minutes.pdf \(112 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES FOR OCTOBER 11, 2021**

The Library Board of the City of Sachse held a regular meeting on Monday, October 11, 2021, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Ria Johnson; Vice-Chairperson Cindy Gaspar; Board Members Leslie Williams and John Morris; Councilmember Frank Millsap; and Manager of Library Services, Daniel Laney.

Those absent were Marion Simpson, Jason Thompson, and Jarvis Chambers.

Chairperson Johnson called the meeting to order at 7:06 p.m.

Invocation and Pledges of Allegiance to the US and Texas Flags.

Chairperson Johnson led the invocation and pledges to the US and Texas Flags.

Consider approval of the June 14, 2021, meeting minutes.

Ms. Williams made a motion to approve the minutes as presented. Mr. Morris seconded the motion, and it passed unanimously.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for June, July, August, and September 2021.

Receive and discuss a statistical summary of Library services for FY 2021.

The Board received and discussed the summary of Library services for FY 2021.

Receive and discuss a report on the results of the 2021 Summer Reading Challenge.

The Board received and discussed the results of the 2021 Summer Reading Challenge.

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

The Board discussed the Library's current long-range plan. Mr. Laney, reviewed each of the goals and objectives listed in the current long-range plan and gave an update on the Library's progress toward meeting each objective. The Board discussed keeping some goals from the current long-range plan and brainstorming new objectives, which would take place during a future meeting.

Request for future agenda items.

There were no requests for future agenda items.

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

There were no announcements.

Adjournment.

Chairperson Johnson adjourned the meeting at 8:10 p.m.

ATTEST:

APPROVE:

Cindy Gaspar, Vice-Chairperson

Rhia Johnson, Chairperson



Agenda Item Details

Meeting	Dec 13, 2021 - 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

Discussion only.

[October 2021 Library Manager's Report.pdf \(91 KB\)](#)

[November 2021 Library Manager's Report.pdf \(97 KB\)](#)



Departmental Report		October 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,286		35,959	
Number of Items	36,631		37,237	
Number of New Items	853	853	289	289
Number of Items Removed	76	76	54	54
Donated Items Added	15	15	2	2
Number of E-Books	3,748		3,895	
Number of New E-Books	10	10	82	82

Patrons

Number of Patrons	9,271		10,350	
Number of New Patrons	62	62	154	154
Number of Patrons Removed	0	0	0	0

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	7,713	9,440	9,440	9,046	13,078	13,078
Adult Fiction	481	668	668	465	723	723
Adult Non-Fiction	242	423	423	185	422	422
Juvenile Fiction	2,465	3,398	3,398	3,226	5,391	5,391
YA materials	199	245	245	149	315	315
Interlibrary Loans	12	16	16	35	38	38
Juvenile Non-Fiction	465	659	659	590	1,012	1,012
DVDs & Blu-Ray	508	690	690	677	1,448	1,448
Board Games, Card Games, & Puzzles				171	180	180
Literacy Kits				33	34	34
Hoopla	595	595	595	911	911	911
CloudLibrary (Sachse Patrons)	931	931	931	1,177	1,177	1,177
CloudLibrary (Other Patrons)	1,815	1,815	1,815	1,427	1,427	1,427

Programs and Services

Number of Internet Sessions	136	136	132	132
Number of Programs	5	5	14	14
Program Attendance	196	196	277	277
Number of Volunteer Hours			17	17
Meeting Room Rentals			5	5
3D Print Requests	22	22	91	91
ILL Incoming Requests	8	8	37	37
ILL Incoming Received	12	12	35	35
ILL Outgoing Requests	120	120	95	95
ILL Outgoing Shipped	64	64	51	51
Literacy Computer Uses			763	763
Door Count	2,265	2,265	3,482	3,482

Programs

Participation

Toddler Story Time	6-Oct	26
After School Dungeons & Dragons	6-Oct	5
Preschool Story Time	7-Oct	21
Adult Craft - Spooky Terrariums	7-Oct	9
Toddler Story Time	13-Oct	25
Preschool Story Time	14-Oct	29
Toddler Story Time	20-Oct	26
After School Dungeons & Dragons	20-Oct	4
Preschool Story Time	21-Oct	15
"Come & Go" Halloween Craft	26-Oct	30
Toddler Story Time	27-Oct	24
Preschool Story Time	28-Oct	18
"Come & Go" Halloween Craft	28-Oct	41
Adult/Teen Dungeons & Dragons	28-Oct	4
Total		277

Programs by Type

Number

Participation

Story Times	8	184
Children's Programs & Events	2	71
Teen Programs & Events	2	9
Adult Programs & Events	2	13
Family Programs & Events	0	0
Total		277



Departmental Report		November 2021	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,213		35,156	
Number of Items	36,545		36,434	
Number of New Items	390	1,243	232	521
Number of Items Removed	578	654	1,035	1,089
Donated Items Added	8	23	10	12
Number of E-Books	3,843		3,902	
Number of New E-Books	132	142	7	89

Patrons

Number of Patrons	9,349		10,437	
Number of New Patrons	53	115	87	241
Number of Patrons Removed	0	0	0	0

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	6,919	8,440	17,880	6,996	9,966	23,044
Adult Fiction	320	499	1,167	320	568	1,291
Adult Non-Fiction	182	316	739	166	353	775
Juvenile Fiction	1,930	2,768	6,166	2,146	3,753	9,144
YA materials	144	221	466	121	213	528
Interlibrary Loans	15	15	31	24	32	70
Juvenile Non-Fiction	372	490	1,149	310	636	1,648
DVDs & Blu-Ray	566	566	1,256	412	910	2,358
Board Games, Card Games, & Puzzles		14	24	78	81	261
Literacy Kits				17	18	52
Hoopla	613	613	1,208	995	995	1,906
CloudLibrary (Sachse Patrons)	1,061	1,061	1,992	1,091	1,091	2,268
CloudLibrary (Other Patrons)	1,891	1,891	3,906	1,316	1,316	2,743

Programs and Services

Number of Internet Sessions	90	226	102	234
Number of Programs	5	10	10	24
Program Attendance	117	313	220	497
Number of Volunteer Hours			4	21
Meeting Room Rentals			7	12
3D Print Requests	9	31	38	129
ILL Incoming Requests	9	17	34	71
ILL Incoming Received	15	27	24	59
ILL Outgoing Requests	94	214	85	180
ILL Outgoing Shipped	54	118	39	90
Literacy Computer Uses			311	1,074
Door Count	1,759	4,024	*1875	5,357

Programs

Participation

Toddler Story Time	3-Nov	19
After School Dungeons & Dragons	3-Nov	5
Preschool Story Time	4-Nov	29
Thanksgiving Scavenger Hunt	16-24 Nov	51
Toddler Story Time	17-Nov	15
After School Dungeons & Dragons	17-Nov	5
Preschool Story Time	18-Nov	27
Adult/Teen Dungeons & Dragons	18-Nov	4
Thanksgiving Crafts	24-Nov	23
Fall Craft Table	29-30 Nov	42
Total		220

*RFID gates were temporarily removed during carpet replacement process.

Programs by Type

Number

Participation

Story Times	4	90
Children's Programs & Events	3	116
Teen Programs & Events	2	10
Adult Programs & Events	1	4
Family Programs & Events	0	0
Total		220



Agenda Item Details

Meeting	Dec 13, 2021 - 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 October meeting, the Library Board discussed a plan to discuss potential goals and objectives to be included in the new long-range plan during an upcoming meeting.

OVERVIEW

The Library Board will discuss potential goals and objectives to be included in the new long-range plan.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss potential goals and objectives to be included in the new long-range plan.

[2017 Library Long-Range Plan.pdf \(517 KB\)](#)

SACHSE PUBLIC LIBRARY

Long Range Plan

FY 2017 to FY 2023



Library Mission Statement

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

Introduction

The long range plan required by the Texas State Library and Archives Commission sets forth the goals and objectives for the library's future growth and services.

History

The Sachse Public Library was built in 2001 when the city's population was serving a population of 10,000. The building was spacious for the population, programs and activities, with a collection size of 27,000. Currently, the library houses approximately 45,000 (2,500 e-books and e-audio books) with a goal to meet 2.21 items per capita at the City's estimated build out population of 30,000 which would be approximately 66,000 items. The building will not accommodate that collection size and programming crowds. Program attendance has grown from 1389 in 2001 to 9136 in FY 2016. Circulation has increased from 40,328 in 2001 to 132,251 in FY 2016.

	FY 2001	FY 2016
Collection Size	26,811	42,732
Circulation	40,328	132,251
Program Attendance	1,389	9,136
Door Count	39,548	65,838
Population	10,000	25,000

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, and Wylie. Sachse has primary access from SH 78 and PGBT (President George Bush Turnpike). As of the 2010 Census, Dallas/Fort Worth had 6,817,483 people. As of April 2015, the Dallas/Fort Worth area had 7,504,362 people, a net gain of over 686,879 people in less than five years. According to the US Census, Dallas/Fort Worth added over 144,000 people from 2015-2016 alone, which is the second highest population increase in the US. Sachse's population growth is in parallel with the Dallas/Fort Worth metro area. Sachse has a base of approximately 7,767 households, with a population of over 23,887. The City of Sachse is projected to grow by 12.9% from 2016 to 2017. The average household size is approximately three persons per household, which is slightly higher than Dallas/Fort Worth at 2.8 persons per household. Median age in Sachse is 37.6 slightly higher than

Dallas/Fort Worth at 36.4. Sachse's young and affluent population has a stronger inclination for spending and housing demand but is also more mobile and requires higher quality services. (Source: City of Sachse Comprehensive Plan)

Educational Attainment

A large portion of Sachse residents have advanced educational attainment and work in a professional industry. Nearly 67% of the population over the age of 25 have at least some college, and over 33% of the population have a Bachelor's Degree or higher. This is both consistent with higher incomes and attractive to fostering innovation and attraction of higher quality corporate employers. (Source: City of Sachse Comprehensive Plan)

Library Services

The Sachse Public Library is located adjacent to Sachse City Hall at 3815 Sachse Road Building C. Library hours are Monday, Tuesday and Thursday from 12 p.m. to 8 p.m., Wednesday 10 a.m. to 6 p.m. ; Friday from 12 p.m. to 6 p.m. and Saturday from 10 a.m. to 4 p.m. The Sachse Public Library provides services to all ages. The Library offers over 43,000 materials which include books for children and adults, over 5,000 DVDs to choose from, audio books, free internet access, and programs for all ages throughout the year. Books and audio visual materials can check out for three weeks and DVDs checkout for seven days. E-books are available for a two week checkout and can be accessed by anyone with a library card. Computers with Microsoft Office and internet access are available for library users during library hours along with wireless access. The library also provides interlibrary loan services, TexShare cards and Texshare databases through the Texas State Library.

Goal 1: Space Needs

Task/Actions

- Expand the library's role of being a community hub for activities and resources.
 - Patrons will experience inviting, comfortable spaces that facilitate lifelong learning and civic engagement.
 - Increase the number of library cards issued by 2% each year with a goal of 75% of the residents having and using a library card.
- Design specific use spaces that are functional and separate which incorporates sound management.
 - Budget for a consultant to do a library facility study in the FY 2019 budget. The study will include an analysis of needs for space, staffing, and library hours.
 - Research funding options for a new facility.

Goal 2: Sachse Public Library will be the community gathering place.

Task/Actions

- Facilitate partnerships with educational entities including both ISD's and local daycares.
 - Weekly distribution of library programs
 - School visits to promote Summer programs
 - Distribute copies of summer reading brochure to schools annually
 - Collaborate with ISD librarians and request they distribute program information throughout the school year.
 - Advertise on Peach Jar (Wylie ISD software for event promotion) on a monthly basis
- Develop interdepartmental partnerships to enhance public service programs.
 - Collaborate with other city departments such as Parks, Senior Center, Animal Control, Police and Fire to provide public programs.
 - Host a local hero story time to kick off fall story times.
 - Collaborate with the Parks department to provide a recycling themed story time in November.
 - Increase program attendance by 10% each fiscal year.
 - Continue collaborations to support the food shelter and animal shelter with fine waiving programs.

Goal 3: Technology

Technology in libraries allows for the provision of a multitude of library services and is of critical importance in providing resources that meet the community's needs. The library must continue to integrate innovative technology to enhance library services while being mindful of the benefits, costs, and staff training required.

Tasks /Action Items

- Evaluate and implement a new print management system
 - Request funds for print management system upgrade in FY 2018 budget.
 - Install new system in October 2018 if funds are approved.
- Implement new city website
 - Attend training July 2017
 - Train staff and implement website under the City's timeline
 - Research options to enhance the library's website using videos and slides in fall 2017.
 - Create "how to" videos for using library services in FY 2018
- Maintain technology infrastructure to provide quality library services.

- Evaluate the need for additional AWE computers based to determine needs for the FY 2019 budget.
- Request a PA system in the FY 2018 budget.
- Evaluate new library technology as it becomes available.

Goal 4: Services

Tasks /Action Items

Library services is focused on the youth population as a result of Sachse demographics and high demand for youth materials and services.

- Programs
 - Encourage literacy, curiosity and reading among the youngest readers of the community
 - Increase participation in 1000 books before kindergarten by 5% in FY 2018
 - Promote AWE computers and increase usage by 5% in FY 2018.
 - Increase Story time attendance by 5% in FY 2017.
 - Increase the number of children participating in the summer reading program by 10% each year for the next three years.
- Enhance young adult programs each year by adding more programs for ages 9 to 19.
- Start providing summer story times in the summer of 2017 to meet patron demand.
- Incorporate STEM teaching into story times.
- Facilitate community-based programs and events that promote community awareness and cultural interaction.
 - Provide meaningful and relevant programs for ages 9 and up that appeal to a large demographic i.e. crafts, art, photography
 - Expand adult and teen programs as demand and population increase.
- Customer Service
 - Raise the overall quality of existing customer service.
 - Create instructional videos on library services for the newly update City Website in FY 2018.
 - Ensure that all self-checks are working properly. Provide assistance for self-checks during busy times.
 - Orient new library card holders when they get a card and provide information on services.
 - Update social media (website and Facebook) weekly and ensure all information is correct.

Goal 5: Collections

Tasks /Action Items

- Ensure that the collection is updated on a monthly basis with emphasis on acquisitions of high demand materials and replacement of outdated and deteriorating materials.
- Expand the local e-material collection to meet patron demand.
- Meet per capita state standards of 2.21 items per capita with local print and e-materials by 2020.
- Evaluate the audio book collection each fiscal year and weed the collection as needed. Utilize this space to expand the Large Print and Fiction areas.

Goal 6: Staffing and volunteers

- Evaluate level of staffing and services annually with an in-depth analysis at the time of a building study.
- Provide opportunities for staff to attend conferences, trainings, and staff development days are encouraged and financially supported.
- Continue to grow a volunteer program.
 - Advertise, interview and select volunteers each quarter.
 - Enhance the volunteer program with rewards for participants.



Agenda Item Details

Meeting Dec 13, 2021 - Library Board Meeting

Category A. Regular Meeting

Subject 6. Request for future agenda items.

Access Public

Type Discussion, Information

Public Content



Agenda Item Details

Meeting	Dec 13, 2021 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Access	Public
Type	Discussion, Information

Public Content