



**Monday, March 14, 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, March 14, 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. Introduce new board members.
4. Consider approval of the January 24, 2022, meeting minutes.
5. Receive and discuss the Library Manager's monthly report.
6. Discuss the creation of a new Library long-range plan.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. Request for future agenda items.
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.


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 Mar 14, 2022 - Library Board Meeting

Category A. Regular Meeting

Subject 3. Introduce new board members.

Access Public

Type Information

Public Content



Agenda Item Details

Meeting	Mar 14, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider approval of the January 24, 2022, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Jan 24, 2022 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the January 24, 2022, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[01.24.22 Library Board Minutes.pdf \(113 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES
JANUARY 24, 2022**

The Library Board of the City of Sachse held a regular meeting on Monday, January 24, 2022, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Ria Johnson; Vice-Chairperson Cindy Gaspar; Board Members Marion Simpson, John Morris, and Dashe Williams; and Manager of Library Services, Daniel Laney.

Chairperson Johnson called the meeting to order at 7:02 p.m.

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

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

Consider approval of the October 11, 2021, meeting minutes.

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

Consider and elect a Chairperson, Vice-Chairperson, and Secretary of the Library Board of Directors.

Mr. Laney explained the duties of the three officer positions for the Library Board. Ms. Johnson asked for volunteers from the board to serve in the officer positions. Ms. Simpson volunteered to serve as Secretary, Mr. Morris volunteered to serve as Vice-Chairperson, and Ms. Williams volunteered to serve as Chairperson.

Ms. Gaspar made a motion to appoint Ms. Williams as Chairperson, Mr. Morris as Vice-Chairperson, and Ms. Simpson as Secretary. Ms. Johnson 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 October, November, and December 2021. Mr. Laney indicated that October was a great month all-around for the Library, while November and December were a little slower. During the month of November, the Library was closed for a week to replace the carpet in the main area, and visits to the Library are typically down during the month of December. For all three months, visits and total checkouts increased over the previous year.

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

Mr. Laney provided Board members with a worksheet for brainstorming potential goals and objectives for a new long-range plan. Various potential goals were discussed, including: Promotion

and marketing, supporting small businesses, facility needs, serving as a community gathering place, technology, and other goals for library services. The Board will discuss further potential goals at an upcoming 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 8:37 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

John Morris, Vice-Chairperson



Agenda Item Details

Meeting	Mar 14, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. 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.

[January 2022 Library Manager's Report.pdf \(91 KB\)](#)

[February 2022 Library Manager's Report.pdf \(91 KB\)](#)



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

Collection

Number of Titles	35,345		35,618	
Number of Items	36,671		36,888	
Number of New Items	58	1,914	196	1,159
Number of Items Removed	83	813	143	1,346
Donated Items Added	13	59	6	20
Number of E-Books	3,756		3,917	
Number of New E-Books	1	192	72	161

Patrons

Number of Patrons	9,435		8,566	
Number of New Patrons	57	225	101	424
Number of Patrons Removed	1	2	29	2,071

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	7,092	8,326	34,831	8,629	12,242	46,305
Adult Fiction	316	489	2,185	502	779	2,506
Adult Non-Fiction	259	380	1,521	266	458	1,607
Juvenile Fiction	1,984	2,624	11,554	2,788	4,758	18,472
YA materials	155	237	941	202	358	1,178
Interlibrary Loans	24	29	81	22	22	130
Juvenile Non-Fiction	417	543	2,178	604	895	3,254
DVDs & Blu-Ray	401	518	2,441	500	1,208	4,634
Board Games, Card Games, & Puzzles				113	131	526
Literacy Kits				23	24	93
Hoopla	658	658	2,483	1,050	1,050	3,895
CloudLibrary (Sachse Patrons)	975	975	3,973	1,163	1,163	4,536
CloudLibrary (Other Patrons)	1,868	1,868	7,438	1,396	1,396	5,474

Programs and Services

Number of Internet Sessions	95	423	134	481
Number of Programs	5	20	15	51
Program Attendance	94	559	242	1,006
Number of Volunteer Hours			12	43
Meeting Room Rentals			5	25
3D Print Requests	83	170	34	183
ILL Incoming Requests	18	60	28	115
ILL Incoming Received	20	65	24	118
ILL Outgoing Requests	105	439	109	372
ILL Outgoing Shipped	68	261	58	206
Literacy Computer Uses			548	2,193
Door Count	2,668	8,373	2,595	10,685

Programs

Participation

Toddler Story Time	5-Jan	17
Preschool Story Time	6-Jan	10
Baby Bounce	7-Jan	3
Toddler Story Time	12-Jan	23
Preschool Story Time	13-Jan	30
Paint & Punch	13-Jan	13
Baby Bounce	14-Jan	25
Toddler Story Time	19-Jan	30
After School Dungeons & Dragons	19-Jan	5
Preschool Story Time	20-Jan	9
Baby Bounce	21-Jan	10
Toddler Story Time	26-Jan	38
Preschool Story Time	27-Jan	13
Adult/Teen Dungeons & Dragons	27-Jan	3
Baby Bounce	28-Jan	13
Total		242

Programs by Type

Number

Participation

Story Times	12	221
Children's Programs & Events	0	0
Teen Programs & Events	1	5
Adult Programs & Events	2	16
Family Programs & Events	0	0
Total		242



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

Collection

Number of Titles	35,204		35,861	
Number of Items	36,520		37,136	
Number of New Items	145	2,059	364	1,523
Number of Items Removed	296	1,109	62	1,408
Donated Items Added	19	78	7	27
Number of E-Books	3,857		3,903	
Number of New E-Books	60	252	9	170

Patrons

Number of Patrons	9,474		8,664	
Number of New Patrons	39	264	88	512
Number of Patrons Removed	0	2	1	2,072

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	5,465	6,923	41,753	7,166	10,234	56,539
Adult Fiction	284	408	2,593	366	607	3,113
Adult Non-Fiction	110	266	1,787	242	429	2,036
Juvenile Fiction	1,185	1,995	13,549	2,157	3,833	22,305
YA materials	142	199	1,140	191	311	1,489
Interlibrary Loans	10	12	93	32	37	167
Juvenile Non-Fiction	331	503	2,681	452	799	4,053
DVDs & Blu-Ray	302	436	2,877	346	825	5,459
Board Games, Card Games, & Puzzles				87	99	625
Literacy Kits				24	25	118
Hoopla	623	623	3,106	1,024	1,024	4,919
CloudLibrary (Sachse Patrons)	903	903	4,876	978	978	5,514
CloudLibrary (Other Patrons)	1,571	1,571	9,009	1,267	1,267	6,741

Programs and Services

Number of Internet Sessions	54	477	101	582
Number of Programs	6	26	15	66
Program Attendance	89	648	254	1,260
Number of Volunteer Hours			9	52
Meeting Room Rentals			6	31
3D Print Requests	12	182	48	231
ILL Incoming Requests	8	68	36	151
ILL Incoming Received	10	75	31	149
ILL Outgoing Requests	87	526	80	452
ILL Outgoing Shipped	52	313	52	258
Literacy Computer Uses			479	2,672
Door Count	1,396	9,769	2,404	13,089

Programs	Date	Participation
Toddler Story Time	2-Feb	39
After School Dungeons & Dragons	2-Feb	5
Greta the Reading Therapy Dog	8-Feb	3
Toddler Story Time	9-Feb	35
Preschool Story Time	10-Feb	20
Adult Craft Night	10-Feb	16
Baby Bounce Story Time	11-Feb	9
Toddler Story Time	16-Feb	55
After School Dungeons & Dragons	16-Feb	5
Preschool Story Time	17-Feb	20
Baby Bounce Story Time	18-Feb	11
Family Game Night	22-Feb	8
Greta the Reading Therapy Dog	22-Feb	3
Toddler Story Time	23-Feb	16
Baby Bounce Story Time	25-Feb	9
Total		254

Programs by Type	Number	Participation
Story Times	9	214
Children's Programs & Events	2	6
Teen Programs & Events	2	10
Adult Programs & Events	1	16
Family Programs & Events	1	8
Total		254



Agenda Item Details

Meeting	Mar 14, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. 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 January meeting, the Library Board discussed several potential goals and objectives for inclusion in the new Long Range plan, and decided to revisit this topic at a future 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.



Agenda Item Details

Meeting	Mar 14, 2022 - 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