



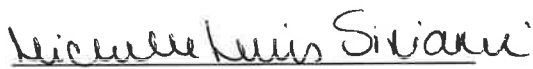
**Monday, March 9, 2020
Library Board Meeting**

**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, March 9, 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 February 10, 2020 meeting minutes.
4. Consider adopting a fee for faxing services offered by the Library.
5. Receive a report from Technical Services Librarian Tammy VanBuskirk regarding her job duties and responsibilities.
6. Receive and discuss the Library Manager's monthly report.
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.


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	Mar 09, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the February 10, 2020 meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes of the February 10, 2020 Library Board meeting.

Public Content**BACKGROUND**

Minutes from the February 10, 2020 Library Board meeting.

OVERVIEW

Minutes from the February 10, 2020 Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Approve the minutes of the February 10, 2020 Library Board meeting.

**Agenda Item Details**

Meeting	Mar 09, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider adopting a fee for faxing services offered by the Library.
Access	Public
Type	Action, Discussion
Recommended Action	Approve adopting a new fee for faxing services.

Public Content**BACKGROUND**

The Library's FY2020 budget includes funding to purchase a Library Document Station and related software from Envisionware, Inc. which would allow Library patrons to scan to email, text message, USB, or cloud storage, as well as fax. This new service will integrate into the Library's existing reservation and print management system.

OVERVIEW

In order to cover the cost of the faxing service offered by Envisionware, Inc., Library staff propose adopting a fee of \$.50 per page for faxing services. This fee is well below the faxing charges at other nearby libraries, including the Smith Public Library in Wylie, as well as the Garland Public Library, who each charge a \$1.75 fee for the first page, and \$1.00 for each additional page for their faxing services. A \$.50 fee per page would allow the library to offer faxing services for residents at an affordable rate, while still covering the Library's cost for this service.

POLICY CONSIDERATIONS

The new fee for faxing services would be implemented immediately. The Master Fee Schedule would be updated to include this new fee at a later date.

RECOMMENDATION

Approve adopting a new fee for faxing services.

**Agenda Item Details**

Meeting	Mar 09, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive a report from Technical Services Librarian Tammy VanBuskirk regarding her job duties and responsibilities.
Access	Public
Type	Discussion, Reports

Public Content**BACKGROUND**

Tammy VanBuskirk has been the Sachse Public Library's Technical Services Librarian since 2015. As Technical Services Librarian, Tammy is responsible for collection development, cataloging library materials, interlibrary loan services, and meeting room reservations.

OVERVIEW

Tammy VanBuskirk will give a report about her duties as Technical Services Librarian.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive the report from Technical Services Librarian Tammy VanBuskirk.

**Agenda Item Details**

Meeting	Mar 09, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. 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.

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.

February 2020 Library Manager's Report.pdf (129 KB)



Departmental Report		February 2020	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	41,792		42,119	
Number of Items	43,130		43,856	
Number of New Items	420	2,455	246	2,645
Number of Items Removed	562	1,868	776	2,919
Donated Items Added	22	234	10	169
Number of E-Books	2,997		3,315	
Number of New E-Books	13	233	1	172

Patrons

Number of Patrons	11,624		9,926	
Number of New Patrons	95	454	87	448
Number of Patrons Removed	1	3	1	2

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	8,011	9,869	53,731	7,720	9,257	48,457
Adult Fiction	463	598	3,061	439	609	3,134
Adult Non-Fiction	307	435	2,499	312	489	2,568
Juvenile Fiction	3,178	4,115	24,223	3,086	3,817	20,278
YA materials	170	203	1,108	146	187	1,172
Interlibrary Loans	59	68	216	24	31	168
Juvenile Non-Fiction	503	663	3,171	490	664	2,930
DVDs & Blu-Ray	1,429	1,873	10,148	1,051	1,271	7,932
Audio CDs	42	54	239	30	38	198
Board Games, Card Games, & Puzzle				78	87	425
Hoopla				135	135	137
CloudLibrary (Sachse Patrons)	829	829	3,811	806	806	4,284
CloudLibrary (Other Patrons)	1,031	1,031	5,255	1,123	1,123	5,231

Programs and Services

Number of Internet Sessions	501	2,633	338	2,016
Number of Programs	21	88	28	102
Program Attendance	714	5,656	840	5,297
Number of Volunteer Hours	127	517	144	789
3D Print Requests	4	24	5	22
ILL Incoming Requests	49	165	19	154
ILL Incoming Received	59	203	24	151
ILL Outgoing Requests	157	741	179	857
ILL Outgoing Shipped	97	431	83	457
Literacy Computer Uses	1,452	6,789	1,406	6,643
Door Count	4,365	25,164	4,570	23,212

Programs	Date	Attendance
Sachse-Wylie Authors Group	3-Feb	5
AARP Tax Assistance	4-Feb	21
Tummy Time & Rhyme	5-Feb	2
Preschool Read & Play	5-Feb	23
Toddler Tales	6-Feb	54
Rep. Collin Alred - Mobile Office Hours	6-Feb	4
AARP Tax Assistance	11-Feb	35
Family Game Night	11-Feb	7
Greta the Reading Therapy Dog	11-Feb	2
Tummy Time & Rhyme	12-Feb	16
Preschool Read & Play	12-Feb	35
Toddler Tales	13-Feb	50
Craft & Mingle	13-Feb	0
Valentine's Card Making Table	10-14 Feb	147
AARP Tax Assistance	18-Feb	18
For the Love of Art	18-Feb	51
Tummy Time & Rhyme	19-Feb	10
Preschool Read & Play	19-Feb	23
Toddler Tales	20-Feb	53
Sachse Gaming Adventures	22-Feb	4
AARP Tax Assistance	25-Feb	26
Greta the Reading Therapy Dog	25-Feb	8
Tummy Time & Rhyme	26-Feb	12
Preschool Read & Play	26-Feb	35
Toddler Tales	27-Feb	48
TEEN QUEST	27-Feb	0
February Guessing Game	1-29 Feb	89
Blind Date with a Book	1-29 Feb	62
Total		840

Programs by Type	Number	Attendance
Story Times	12	361
Childrens Programs	4	246
Teen Programs	2	4
Adult Programs	8	171
Family Programs	2	58
Total		840