



# City of Sachse, Texas

## Meeting Agenda

### Library Board

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Monday, September 10, 2018

7:00 PM

Library Meeting Room

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The Library Board of the City of Sachse will hold a Regular Meeting on Monday, September 10, 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. [18-4378](#) Consider approving the minutes of the August 13, 2018 Library Board meeting.  
*Attachments:* [Library Board minutes 180910](#)
3. Discuss the City of Sachse's transition to BoardDocs as it relates to meetings of the Library Board.
4. [18-4379](#) Discuss the Library Manager's Monthly Report.  
*Attachments:* [August 2018](#)
5. Request for future agenda items.
6. Discuss Library Board announcements regarding special events, current activities, and local achievements.
7. Adjournment.

Posted: September 7, 2018; 5:00 p.m.

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Michelle Lewis Sirianni, City Secretary

Accommodation requests for person 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 [lorose@cityofsachse.com](mailto:lorose@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



# City of Sachse, Texas

## Legislation Details (With Text)

<b>File #:</b>	18-4378	<b>Version:</b>	1	<b>Name:</b>	Library Board Minutes - August 13, 2018
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready
<b>File created:</b>	9/7/2018	<b>In control:</b>		<b>In control:</b>	Library Board
<b>On agenda:</b>	9/9/2018	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider approving the minutes of the August 13, 2018 Library Board meeting.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Library Board minutes 180910</a>				

Date	Ver.	Action By	Action	Result
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Title  
August 13, 2018 meeting minutes.

Background  
Minutes for the August 13, 2018 Library Board meeting

Policy Considerations  
N/A

Budgetary Considerations  
N/A

Staff Recommendations  
Approve the minutes of the August 13, 2018 meeting.

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

August 13, 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 August 13, 2018 at the Sachse Public Library meeting room.

## **II. Roll Call**

The following persons were present: Billy Ketner (Chairman), Ruth Glover (co-Chairwoman, Dixie Scogin (Board Member), Daniel Laney (Library Manager), Kyle Graves (Board Member), and Michelle Howarth (Sachse Council Liason to the Library). Absent were Lauren McKinney (Board Member, Sean French (Board Member), and Amy R. Brooks, (Secretary).

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

- a) 18-4358 Consider approval of the July 9, 2018 meeting minutes
  - i) Minutes from July 9, 2018 meeting approved as written.

## **IV. Open issues**

- a) 18-4361 Discuss the results of the 2018 Summer Reading Program
  - 1. Library cards issued remained about the same as 2017
  - 2. Facebook advertising is successful
- b) 18-4359 Consider making a recommendation to City Council for a new Library 3D Printer Use Policy
  - 1. Lengthy discussion about the new 3D printer which the Friends of the Library are purchasing.
  - 2. Discussed the guidelines in the 3D Printer Use Policy. Board Member Kyle Graves suggested two amendments to the policy:
    - a. To add the word “disparaging” under the third bullet point in the second section of the policy.
    - b. To add an additional section allowing Library staff to limit commercial or other use in connection with making the 3D printer available to all patrons.

3. Library Board voted unanimously to approve the 3D Printer Policy with the amendments and recommend it for a future City Council meeting.

c) 18-4360 Discuss the Library Manager's Monthly Report

3. Many activities: things have not slowed much, despite school starting.
4. Susan Anderson, former volunteer at the library, is a new assistant (part time). She has an MS in Edu.
5. Programs are going well.

**V. Upcoming events/Announcements**

- a) New programs for adults have been added and will be advertised soon.

**VI. New business**

- a) None

**VII. Adjournment**

Billy Ketner adjourned the meeting at 7:30 p.m.

Minutes submitted by: Ruth Glover for Amy R. Brooks



# City of Sachse, Texas

## Legislation Details (With Text)

**File #:** 18-4379      **Version:** 1      **Name:** Library Manager's Report  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 9/7/2018      **In control:** Library Board  
**On agenda:** 9/9/2018      **Final action:**  
**Title:** Discuss the Library Manager's Monthly Report.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [August 2018](#)

Date	Ver.	Action By	Action	Result
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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		August 2018	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

### Collection

Number of Titles	40,898		41,449	
Number of Items	42,113		42,682	
Number of New Items	772	5,900	675	5,435
Number of Items Removed	1,131	4,886	882	4,369
Donated Items Added	62	520	36	265
Number of E-Books			2,736	
Number of New E-Books	29	389	52	270

### Patrons

Number of Patrons	11,282		11,051	
Number of New Patrons	117	1,227	120	1,129
Number of Patrons Removed	5	28	1	1,482

### Circulation

Total Circulation	12,570	125,081	11,997	127,008
Adult Fiction	875	8,805	739	7,844
Adult Non- Fiction	514	6,072	516	5,615
Juvenile Fiction	5,317	61,564	5,524	56,706
YA materials	425	3,119	302	3,345
Interlibrary Loans	78	602	67	559
Juvenile Non-Fiction	628	8,181	688	7,696
DVDs & Blu-Ray	2,840	27,310	2,299	26,209
E-Books (Sachse Patron Checkouts)	770	5,087	783	8,749
E-Books (Other Patron Checkouts)	1,015	2,871	993	9,532
Audio CDs	109	1,191	86	753

### Programs and Services

Number of Internet Sessions	734	5,406	591	5,498
Number of Programs	18	148	17	204
Program Attendance	668	11,181	714	10,243
Number of Volunteer Hours	70	1,174	77	1,165
ILL Incoming Requests	69	591	59	519
ILL Incoming Received	74	531	62	510
ILL Outgoing Requests	178	1,641	172	1,548
ILL Outgoing Shipped	96	839	117	843
Literacy Computer Uses	1,892	19,148	1,799	15,733
Door Count	5,842	64,074	5,603	61,906

Programs	Date	Attendance
Wednesday Movie - Miracle Season	6-Aug	19
Miniature Therapy Horses Rain Check	6-Aug	76
Harry Potter Birthday Party	7-Aug	155
Wednesday Movie - Z-O-M-B-I-E-S	8-Aug	15
Wednesday Movie - Descendants 2	15-Aug	12
Sat. Matinee - Avengers: Infinity War	18-Aug	17
Miniature Therapy Horses Rain Check	20-Aug	58
Family Game Night	21-Aug	40
Infant Story Time	22-Aug	20
Preschool Story Time	22-Aug	55
Toddler Story Time	23-Aug	57
Kids "Alice in Wonderland" Yoga	28-Aug	12
Infant Story Time	29-Aug	7
Preschool Story Time	29-Aug	32
Toddler Story Time	30-Aug	42
Movie - LEGO Super Heroes: Aquaman	31-Aug	4
August Back-To-School Guessing Game		93
<b>Total</b>		<b>714</b>

Programs by Type	Number	Attendance
Story Times	6	213
Childrens Programs	3	146
Teen Programs	0	0
Adult Programs	0	0
Family Programs	8	355
<b>Total</b>		<b>714</b>