



**Monday, March 8, 2021  
Library Board Meeting**

**This meeting will begin at 7:00 p.m.**

**MEETING HELD AS A TELEPHONE CONFERENCE CALL**

**Because of the Dallas County, Collin County and City of Sachse disaster declarations we are practicing social distancing in order to prevent the spread of COVID-19.**

**We encourage members of the public to listen to the telephone conference meeting.**

**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](mailto:dlaney@cityofsachse.com).**

**INSTRUCTIONS FOR ACCESSING THE TELEPHONE CONFERENCE CALL:**

**Dial this Phone Number: US: +1 346 248 7799  
Enter Meeting ID: 946 3097 9392  
Meeting Link: <https://zoom.us/j/94630979392>**

**A. Regular Meeting**

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1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, March 8, 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 January 11, 2021 meeting minutes.
4. Receive and discuss the Library Manager's reports for January and February, 2021.
5. Request for future agenda items.
6. Discuss Library Board announcements regarding special events, current activities, and local achievements.
7. 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.

A handwritten signature in black ink that reads "Michelle Lewis Sirianni".

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](mailto:lrose@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



### **Agenda Item Details**

|                    |  |
|--------------------|--|
| Meeting            | Mar 08, 2021 - Library Board Meeting                               |
| Category           | A. Regular Meeting   |
| Subject            | 3. Consider approval of the January 11, 2021 meeting minutes.      |
| Access             | Public   |
| Type               | Action, Minutes  |
| Recommended Action | Approve the minutes of the January 11, 2021 Library Board meeting. |
| Minutes            | View Minutes for Jan 11, 2021 - Library Board Meeting              |

### **Public Content**

#### **OVERVIEW**

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

#### **POLICY CONSIDERATIONS**

There are no policy considerations with this item.

#### **RECOMMENDATION**

Approve the minutes of the January 11, 2021, Library Board meeting.

[01.11.21 Library Board Minutes.pdf \(136 KB\)](#)

## **Library Board Meeting (Monday, January 11, 2021)**

### **Meeting Held Virtually via ZOOM**

#### **Members Present**

Jarvis Chambers  
Rhia Johnson  
Jason Thompson  
Leslie Williams  
Cindy Gaspar  
Michelle Howarth

**Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, January 11, 2021 at 7:00 P.M. at the Sachse Public Library 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:**

Jarvis Chambers called the meeting to order at 7:04 p.m.

#### **Invocation and Pledges of Allegiance to the U.S. and Texas Flags.**

Jarvis Chambers led the invocation and the Pledges of Allegiance to the U.S. flag and Texas flag.

#### **Consider approval of the November 9, 2020 meeting minutes.**

The minutes were approved unanimously on a motion by Jarvis Chambers, seconded by Leslie Williams.

#### **Discuss and consider election of officers.**

The Board discussed the three available officer positions for 2021 and which Board members were interested in holding a position. Jarvis Chambers motioned to appoint Rhia Johnson as Chairperson, Cindy Gaspar as Vice Chairperson, and Leslie Williams as Secretary. The motion was seconded by Jason Thompson and passed unanimously.

#### **Receive and discuss the Library Manager's monthly report.**

The Board received and discussed the library manager's reports for November and December 2020.

Leslie Williams asked about the increase in 3D print requests during the month of December. Library Manager Daniel Laney responded that requests for 3D printing are on the rise, and there were several requests during the month of December for multiple items each.

#### **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.**

Jarvis Chambers asked about the Achievement of Excellence in Libraries Award, which the Library has won the previous two years. Library Manager Daniel Laney responded that the application has been submitted, but we won't know if we are one of the recipients for at least another month.

#### **Adjournment**

Jarvis Chambers adjourned the meeting at 7:40 p.m.



### Agenda Item Details

|          |  |
|----------|--|
| Meeting  | Mar 08, 2021 - Library Board Meeting   |
| Category | A. Regular Meeting   |
| Subject  | 4. Receive and discuss the Library Manager's reports for January and February, 2021. |
| Access   | Public   |
| Type     | Discussion, Reports  |

### Public Content

#### **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.

[January 2021 Library Manager's Report.pdf \(83 KB\)](#)

[February 2021 Library Manager's Report.pdf \(83 KB\)](#)



| Departmental Report    |              | January 2021          |              |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current) |              |
| This Month             | Year to Date | This Month            | Year to Date |

**Collection**

|                         |        |       |        |       |
|-------------------------|--------|-------|--------|-------|
| Number of Titles        | 42,575 |       | 35,345 |       |
| Number of Items         | 44,422 |       | 36,671 |       |
| Number of New Items     | 442    | 2,399 | 58     | 1,914 |
| Number of Items Removed | 1,381  | 2,143 | 83     | 813   |
| Donated Items Added     | 33     | 159   | 13     | 59    |
| Number of E-Books       | 3,323  |       | 3,756  |       |
| Number of New E-Books   | 52     | 171   | 1      | 192   |

**Patrons**

|                           |       |     |       |     |
|---------------------------|-------|-----|-------|-----|
| Number of Patrons         | 9,840 |     | 9,435 |     |
| Number of New Patrons     | 99    | 361 | 57    | 225 |
| Number of Patrons Removed | 0     | 1   | 1     | 2   |

**Circulation**

|                                   | Initial | Total  | Year to Date | Initial | Total | Year to Date |
|-----------------------------------|---------|--------|--------------|---------|-------|--------------|
| Total Circulation                 | 8,777   | 10,464 | 39,200       | 7,092   | 8,326 | 34,831       |
| Adult Fiction                     | 558     | 670    | 2,525        | 346     | 489   | 2,185        |
| Adult Non-Fiction                 | 392     | 571    | 2,079        | 259     | 380   | 1,521        |
| Juvenile Fiction                  | 3,418   | 4,285  | 16,461       | 1,984   | 2,624 | 11,554       |
| YA materials                      | 207     | 274    | 985          | 155     | 237   | 941          |
| Interlibrary Loans                | 32      | 34     | 137          | 24      | 29    | 81           |
| Juvenile Non-Fiction              | 499     | 614    | 2,266        | 417     | 543   | 2,178        |
| DVDs & Blu-Ray                    | 1,322   | 1,639  | 6,661        | 401     | 518   | 2,441        |
| Audio CDs                         | 29      | 42     | 160          | 5       | 5     | 36           |
| Board Games, Card Games, & Puzzle | 79      | 94     | 338          |         |       |              |
| Hoopla                            | 2       | 2      | 2            | 658     | 658   | 2,483        |
| CloudLibrary (Sachse Patrons)     | 967     | 967    | 3,478        | 975     | 975   | 3,973        |
| CloudLibrary (Other Patrons)      | 1,272   | 1,272  | 4,108        | 1,868   | 1,868 | 7,438        |

**Programs and Services**

|                             |       |        |       |       |
|-----------------------------|-------|--------|-------|-------|
| Number of Internet Sessions | 466   | 1,678  | 95    | 423   |
| Number of Programs          | 22    | 74     | 5     | 20    |
| Program Attendance          | 502   | 4,457  | 74    | 559   |
| Number of Virtual Programs  |       |        | 7     | 32    |
| Virtual Program Attendance  |       |        | 341   | 2,283 |
| Number of Volunteer Hours   | 142   | 645    |       |       |
| 3D Print Requests           | 7     | 17     | 83    | 170   |
| ILL Incoming Requests       | 35    | 135    | 18    | 60    |
| ILL Incoming Received       | 31    | 127    | 20    | 65    |
| ILL Outgoing Requests       | 195   | 678    | 105   | 439   |
| ILL Outgoing Shipped        | 111   | 374    | 68    | 261   |
| Literacy Computer Uses      | 1,329 | 5,237  |       |       |
| Curbside Pickup             |       |        | 89    | 351   |
| Door Count                  | 4,421 | 18,642 | 2,668 | 8,373 |

**Programs**

**Participation**

|  |           |            |
|--|-----------|------------|
| Hoopla Read-Along                      | 7-Jan     | 5          |
| Kids Kaleidoscope Craft Kit            | 12-19 Jan | 30         |
| Kaleidoscope Craft Post                | 12-Jan    | 9          |
| Virtual Story Time                     | 14-Jan    | 100        |
| Storytime Kits                         | 14-Jan    | 9          |
| Adult/Teen Fox Coffee Cup Sleeve Craft | 15-27 Jan | 10         |
| Fox Coffee Cup Sleeve Craft Post       | 15-Jan    | 25         |
| Virtual Story Time                     | 21-Jan    | 153        |
| Kids Valentines Card Kit               | 26-31 Jan | 20         |
| Valentine's Card Kit Post              | 26-Jan    | 27         |
| Adult/Teen Valentines Banner Craft Kit | 29-31 Jan | 5          |
| Valentines Banner Craft Post           | 29-Jan    | 22         |
| <b>Total</b>                           |           | <b>415</b> |

**Programs by Type**

**Number**

**Participation**

|                                |   |            |
|--------------------------------|---|------------|
| Virtual Story Times & Programs | 3 | 258        |
| Activity Videos/Posts          | 4 | 83         |
| Take-Home Activities           | 5 | 74         |
| <b>Total</b>                   |   | <b>415</b> |



| Departmental Report    |              | February 2021         |              |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current) |              |
| This Month             | Year to Date | This Month            | Year to Date |

**Collection**

|                         |        |       |        |       |
|-------------------------|--------|-------|--------|-------|
| Number of Titles        | 42,119 |       | 35,204 |       |
| Number of Items         | 43,856 |       | 36,520 |       |
| Number of New Items     | 246    | 2,645 | 145    | 2,059 |
| Number of Items Removed | 776    | 2,919 | 296    | 1,109 |
| Donated Items Added     | 10     | 169   | 19     | 78    |
| Number of E-Books       | 3,315  |       | 3,857  |       |
| Number of New E-Books   | 1      | 172   | 60     | 252   |

**Patrons**

|                           |       |     |       |     |
|---------------------------|-------|-----|-------|-----|
| Number of Patrons         | 9,926 |     | 9,474 |     |
| Number of New Patrons     | 87    | 448 | 39    | 264 |
| Number of Patrons Removed | 1     | 2   | 0     | 2   |

**Circulation**

|                                   | Initial | Total | Year to Date | Initial | Total | Year to Date |
|-----------------------------------|---------|-------|--------------|---------|-------|--------------|
| Total Circulation                 | 7,720   | 9,257 | 48,457       | 5,465   | 6,923 | 41,753       |
| Adult Fiction                     | 439     | 609   | 3,134        | 284     | 408   | 2,593        |
| Adult Non-Fiction                 | 312     | 489   | 2,568        | 110     | 266   | 1,787        |
| Juvenile Fiction                  | 3,086   | 3,817 | 20,278       | 1,185   | 1,995 | 13,549       |
| YA materials                      | 146     | 187   | 1,172        | 142     | 199   | 1,140        |
| Interlibrary Loans                | 24      | 31    | 168          | 10      | 12    | 93           |
| Juvenile Non-Fiction              | 490     | 664   | 2,930        | 331     | 503   | 2,681        |
| DVDs & Blu-Ray                    | 1,051   | 1,271 | 7,932        | 302     | 436   | 2,877        |
| Audio CDs                         | 30      | 38    | 198          | 4       | 7     | 43           |
| Board Games, Card Games, & Puzzle | 78      | 87    | 425          |         |       |              |
| Hoopla                            | 135     | 135   | 137          | 623     | 623   | 3,106        |
| CloudLibrary (Sachse Patrons)     | 806     | 806   | 4,284        | 903     | 903   | 4,876        |
| CloudLibrary (Other Patrons)      | 1,123   | 1,123 | 5,231        | 1,571   | 1,571 | 9,009        |

**Programs and Services**

|                             |       |        |       |       |
|-----------------------------|-------|--------|-------|-------|
| Number of Internet Sessions | 338   | 2,016  | 54    | 477   |
| Number of Programs          | 28    | 102    | 6     | 26    |
| Program Attendance          | 840   | 5,297  | 89    | 648   |
| Number of Virtual Programs  |       |        | 6     | 38    |
| Virtual Program Attendance  |       |        | 310   | 2,593 |
| Number of Volunteer Hours   | 144   | 789    |       |       |
| 3D Print Requests           | 5     | 22     | 12    | 182   |
| ILL Incoming Requests       | 19    | 154    | 8     | 68    |
| ILL Incoming Received       | 24    | 151    | 10    | 75    |
| ILL Outgoing Requests       | 179   | 857    | 87    | 526   |
| ILL Outgoing Shipped        | 83    | 457    | 52    | 313   |
| Literacy Computer Uses      | 1,406 | 6,643  |       |       |
| Curbside Pickup             |       |        | 107   | 458   |
| Door Count                  | 4,570 | 23,212 | 1,396 | 9,769 |

**Programs**

**Participation**

|  |           |            |
|--|-----------|------------|
| Adult/Teen Valentines Banner Craft Kits  | 1-6 Feb   | 5          |
| Blind Date with a Book Post              | 2-Feb     | 72         |
| Kids Valentine Card Kits                 | 2-10 Feb  | 12         |
| Virtual Story Time                       | 4-Feb     | 70         |
| Kids Watercolor Craft Kits               | 9-12 Feb  | 40         |
| Watercolor Craft Kits Post               | 9-Feb     | 80         |
| Virtual Story Time                       | 11-Feb    | 74         |
| Adult/Teen Paint by Sticker Craft Kits   | 12-13 Feb | 18         |
| Paint by Sticker Craft Kits Post         | 12-Feb    | 10         |
| Kids Superhero Mask Craft Kits & Activit | 12-13 Feb | 6          |
| Kids Sticker Art Craft Kits              | 12-13 Feb | 8          |
| Virtual Dungeons & Dragons               | 18-Feb    | 4          |
| <b>Total</b>                             |           | <b>399</b> |

**Programs by Type**

**Number**

**Participation**

|                                |   |            |
|--------------------------------|---|------------|
| Virtual Story Times & Programs | 3 | 148        |
| Activity Videos/Posts          | 3 | 162        |
| Take-Home Activities           | 6 | 89         |
| <b>Total</b>                   |   | <b>399</b> |