

LIBRARY BOARD

MEETING AGENDA

FEBRUARY 28, 2024, 6:45 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVAR STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

- [1.](#) Consideration and possible action on library board minutes from 8/15/23.
- [2.](#) Consideration and possible action on library board minutes from 11/29/23.

LIBRARIAN'S REPORT

- [3.](#) Librarian's Report

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

4. Discussion on future adult programming.

ACTION ITEMS

5. Discussion on the library of things policy and possible action on library of things policy.
6. Discussion and possible action on the possibility of changing the library's business hours.
7. Discussion and possible action on adopting a local author collection policy
8. Discussion on the Excel High School Diploma Program and possible action on a timeline for unveiling program to the public.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chair and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Board or at the call of the Chair.

INFORMATIONAL ITEMS

Information Items are for informational purposes only. No action may be taken on items listed under this portion of the agenda.

ADJOURN

NOTE: The Board reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at Sanger Public Library that is readily accessible to the general public at all times and was posted on the City of Sanger website on February 28, 2024, at 6:30 PM.

 /s/ Laura Klenke
Laura Klenke, Librarian

The Library is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.

LIBRARY BOARD MEETING MINUTES



AUGUST 15, 2023, 6:30 PM

**LIBRARY BOARD REGULAR MEETING
LIBRARY BUILDING - 501 BOLIVAR STREET, SANGER, TEXAS**

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

There being a quorum Board Chair Sellers called the Library Board meeting to order at 6:50 P.M.

BOARD MEMBERS PRESENT:

Board Member, Place 1	Alex Hamilton
Board Member, Chair Place 2	Suzanne Sellers
Board Member, Place 3	Sherri Wood
Board Member, Place 5	Erica Kaufman

BOARD MEMBERS ABSENT:

Board Member, Place 4 Libby Dorn

STAFF MEMBERS PRESENT:

Laura Klenke, Library Director

CITIZENS COMMENTS

No citizens came forward.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 5/24/23.

The approval of the minutes was tabled due to not having a quorum from the May 24, 2023 meeting.

LIBRARIAN'S REPORT

Librarian Klenke provided an overview of her report.

ACTION ITEMS

2. Welcome new board members Alexandra Hamilton, Place 1 and Sherri Wood, Place 3.

New board members were introduced and welcomed.

3. Consider, nominate and appoint a board chair.

Board Member Kaufman motioned to nominate Suzanne Sellers as Chair of the Library Board.

Board Member Wood seconded the motion.

Voting Yea: Board Member Hamilton, Board Member Sellers. The motion passes unanimously.

4. Presentation and Discussion or Discussion regarding long overdue materials.

Board Chair Sellers makes a motion to update the wording on long overdue materials policies.

Board Member Kaufman seconded the motion.

Voting Yea: Board Member Wood, Board Member Hamilton. The motion passes unanimously.

5. Presentation and Discussion or Discussion regarding the creation, circulation and maintenance of non-traditional items collection known as a "library of things"

Librarian Klenke brought forward ideas for a "library of things" and a potential survey of community members related to the topic. Board Member Kaufman motions to move ahead with a survey. Board Member Hamilton seconded the motion.

Voting Yea: Board Chair Sellers, Board Member Wood. The motion passes unanimously.

FUTURE AGENDA ITEMS

Board Member Hamilton requested future discussion of adult craft programs and Career Days for High School students.

INFORMATIONAL ITEMS

None provided.

ADJOURN

Board Chair Sellers adjourned the meeting at 7:35 P.M.

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CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on August 11, 2023, at 6:30 PM.

/s/ Laura Klenke
Laura Klenke, Librarian

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LIBRARY BOARD MEETING MINUTES



NOVEMBER 29, 2023, 6:30 PM

**LIBRARY BOARD REGULAR MEETING
LIBRARY BUILDING - 501 BOLIVAR STREET, SANGER, TEXAS**

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

There being a quorum Board Chair Sellers called the Library Board meeting to order at 6:40 P.M.

BOARD MEMBERS PRESENT:

Board Member, Place 1	Alex Hamilton
Board Member, Chair Place 2	Suzanne Sellers
Board Member, Place 3	Sherri Wood
Board Member, Place 4	Libby Dorn
Board Member, Place 5	Erica Kaufman

BOARD MEMBERS ABSENT:

None

STAFF MEMBERS PRESENT:

Laura Klenke, Library Director

CITIZENS COMMENTS

No citizens came forward.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 5/24/23.

Board Member Dorn motioned to approve the minutes from May 24, 2023.

Board Member Kaufman seconded the motion.

Voting Yea: Board Member Hamilton, Board Member Sellers, Board Member Wood. The motion passes unanimously.

LIBRARIAN'S REPORT

2. Librarian Klenke provided an overview of her report.

ACTION ITEMS

3. Presentation and Discussion or Discussion regarding the creation, circulation and maintenance of non-traditional items collection known as a "library of things".

Board Member Dorn made a motion that the Library Director will draft a "Library of Things" Lending Policy and User Agreement to distribute to board members via email for editing prior to the next board meeting. Board member Wood seconded the motion.

Voting Yea; Board Member Hamilton, Board Member Sellers, Board Member Kaufman. The motion passes unanimously.

4. Presentation and Discussion or Discussion regarding the possibility of changing the library's business hours.

This discussion item was tabled until the next meeting.

FUTURE AGENDA ITEMS

No items were brought forward.

INFORMATIONAL ITEMS

None provided.

ADJOURN

Board Chair Sellers adjourned the meeting at 7:21 P.M.

NOTE: The Board reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on November 26, 2023, at 4:30 PM.

/s/ Laura Klenke
 Laura Klenke, Librarian

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LIBRARY BOARD COMMUNICATION

DATE: February 28, 2024

FROM: Laura Klenke, Library Director

AGENDA ITEM: Librarian's Report

SUMMARY:

December

- Throughout the month of December, children and their families could come celebrate the holiday season by adding their personal touch to our winter village and Christmas tree.
- Our co-sponsored event crafts with Mrs. Claus was a big hit with 75 kids and 50 adults in attendance. Children had their choice of crafts - snowman, Christmas tree or stockings to create and decorate.
- In December, we continued our recipe swap for the holiday season. TWU libraries was very kind to offer recipes from their cookbook collection. Some highlights from their selected recipes included Godiva Pecan Pie and Frosted Chocolate Drops.
- Mrs. Claus (Staff member MaDonna Wade) made another appearance during the Chamber of Commerce's Mrs. Claus Storytime. Mrs. Claus read How Does Santa Go Down the Chimney?
- We had a special storytime guest in December! Emily Dindorf of D&L Farm and Home was very kind to bring her pony Franklin to our Christmas themed storytime! Franklin came all dressed up in his best elf costume to spread holiday cheer to all. It was a very well attended event with 21 children and 17 adults in attendance. Thank you to Emily and D&L for a memorable storytime.
- December's tween and teen hangout featured retro video games! Thanks to a very generous donation from former staff member Renee Grayson's family, the library received several mini retro consoles. Tween and teens had an absolute blast playing genesis, super Nintendo, Nintendo and Wii games! We had 13 teens in attendance. We hope to make this a regular hangout activity.
- We were overjoyed to be able to have our very own booth at the Sanger Arts and Craft Fair! We were able to connect with our community and promote library services, programs and events to booth visitors. We gave out fun freebies using our library prize wheel. It was a successful outreach event, interacting with close to 100 people. We are planning to make this an annual outreach event to gain visibility in the community.
- Throughout the month of December, the library collected several boxes of nonperishable food items for the Sanger Crisis Center to help restock their food pantry.

- Our last activity for the year was family board games and snacks. Several families came out and joined in the fun and friendly competition.
- For the 2023 calendar year patrons saved a total of \$384,023 by borrowing materials from the library

Calendar Year End (Jan. – Dec. 2023) Statistics:

- \$384,023.81 saved by our patrons through borrowing materials vs. buying them.
- The most a single patron has saved for the year was \$8,629.71.
- 24,441 physical items circulated.
- 499 new cards issued
- 1,174 items added to the collection.

January

- January we debuted a new calendar format and added additional programming to our regular schedule for children, teens and adults. We're aiming to have at least two programs for each age group, preschool, elementary, tween & teens, adults and all ages.
- Teen programming featured an old favorite, make your own buttons. Teens and tweens and their families were delighted to make their own creations and took home some favorite designs like Taylor Swift and Squishmallows! Our second offering for the month was an Oreo taste test. It was a hit with 11 teens & tweens, 5 adults and 6 children in attendance. Tasters used their developed and discerning pallets to rank 17 varieties of Oreos. They ranked each Oreo flavor based on appearance, taste, smell and overall likeability! The original Oreo came out on top.
- The library was closed Friday, January 12th for a staff development day. We took the opportunity to discuss the City's goals and the library's performance measures, goals and objectives in relation to the City's goals. Staff made great progress in planning programs and events through April and part of May.
- In addition to book club, we had two additional offerings for adults. Beth Patton a patron offered to teach a no-sew mini quilt class. Participants made their own beautiful quilt designs using colorful fabric and no sew fusible backing. We had a lot of interest and will be offering a class for children Saturday, March 2nd and another class on Saturday, April 20th. Aaron Evans of Yahweh Pottery class was very kind to sponsor another pottery class for adults. We had a full class, with a long wait list. Participants had many beautiful creations, such as mugs, dishes and decorative pieces. We are looking to offer another class to address the wait list.
- In addition to our regular Lego program, children and their families created a simple bird feeder for their feathered friends to enjoy out of birdseed, shortening and twine.
- Denton County United Way's VITA Tax assistance for the 2024 tax season kicked off on Saturday, January 27. Free tax preparation is available for households earning up to (not over) \$64,000 across Denton County. The library is seeing an increase in traffic on Saturdays, and the program is seeing a steady number of returns being processed.

February

- Dr. Michele Steigleder, from Dementia Friendly Denton County came to speak about dementia and memory care. It was very well received. We had 17 in attendance. Many of our patrons have been recently diagnosed with dementia or are supporting their families as a caregiver to someone who has dementia. In addition, we debuted our cognitive care kits at the library. We have three kits with a variety of resources for patients and caregivers, as well as activities, and objects to encourage positive discussions, reminiscing and recall.
- Lynne Smiland retired February 9, 2024 after 23.5 years of service to the Sanger Public Library and the Community.
- We received the 2023 Achievement of Library Excellence Award from the Texas Municipal Library Directors Association (TMLDA,) an affiliate of the Texas Municipal League. To successfully receive the Achievement of Library Excellence Award, the library must exhibit excellence by providing services to underserved and special populations, enhancing services, marketing in innovative ways, promoting cultural, topical, and educational programming, providing literacy support, providing summer reading clubs, pursuing collaborative efforts, supporting workforce development, providing for digital inclusion, and comprehensively training staff. Of the 545 public libraries in Texas, only 84 received this award in 2023. Staff members MaDonna Wade and Carissa Malmgren compiled and helped write our award application. They did a fantastic job!

Other News:

- We're continuing to see a steady increase in volunteering. We've had more people looking for volunteer opportunities at the library. In related news, the City is now requiring a formal volunteer application and background check for all volunteers. This is mainly for people who are on site at the library or are volunteering at outreach events on behalf of the library. Many Friends members have submitted applications.
- Thanks to staff member Theresa Hammond, we have been able to have a consistent message and marketing efforts for the library. We're seeing an increase in our attendance numbers and public awareness of our events.
- We're currently working on evaluating and streamlining many of our internal processes such as interlibrary loan, purchasing, etc.
 - Our current ILL system Texas Navigator is retiring this summer. The state has been slow to offer information on our new system. There will be training over the next few months before launch.
 - We will be purchasing a new acquisition module for our ILS system that will make budgeting and cataloging new materials easier for us and lower the turnaround time for processing materials.
- The second and third weeks of January brought colder temperatures. I made the decision to keep the sprinkler system charged. Facilities helped with winterizing the building by placing soffit covers over many of the vents. We purchased wireless thermometers and leak detectors to monitor the temperature in the attic and insulation. Staff and volunteers helped wrap shelves out of abundance of caution. I continued to monitor the temperatures, ERCOT grid stability and worked a full day on

Monday, January 15th to monitor the building. We are happy to report had no issues with the weather or the building.

- On a related note, we are in the beginning stages of a smoke alarm installation. We hope to have a system installed within the next 30 days.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A

Sanger Public Library

Library of Things Lending Policy & User Agreement

Library of Things Lending Service: Sanger Public Library offers useful, non-book objects and items (“Things”) to the public as part of its mission to provide informational, educational, technological, and recreational resources to the community.

I. Access

- A. Borrower must be a Sanger Public Library cardholder with an account in good standing.
- B. Borrower must be 18 years or older.
- C. Borrower must present a valid photo ID at the time of checkout.
- D. Upon first checkout, borrower must read and understand the Library of Things Lending Policy and sign the Library of Things User Agreement. Signed agreements will be kept on file with Sanger Public Library for one year.
- E. Borrower may only have up to two (2) Things checked out at any given time.

II. Lending

- A. Thing(s) may be checked out for one (1) week and may be renewed once, as long as there are no pending holds or requests for devices.
- B. Borrower must check out and return Thing(s) in person at the Circulation Desk .
- C. Borrower and library staff will verify all accessories, if applicable, are present at the time of check out and check in.
- D. Things returned via book drops will incur a \$10.00 fee.
- E. Things returned in soiled condition will incur a \$5.00 cleaning/processing fee.
- F. Borrower is responsible for loss, damage, or theft of Thing(s) and/or accessories, if applicable.
- G. A list of replacement costs of Things is maintained by the Library and is available upon request.

III. Responsibilities

- A. Borrower agrees to use and operate Thing(s) in compliance with Sanger Public Library’s policy and manufacturer’s recommended guidelines and instructions.
- B. Borrower acknowledges that Sanger Public Library is not responsible for any injury, loss, or damage that may occur from use of Thing(s).
- C. Borrower agrees to use care when handling and using Thing(s).
- D. Borrower shall not make any modifications or alterations to Thing(s).
- E. Borrower accepts sole responsibility for Thing(s) and restitution fees associated with loss, damage, or theft of Thing(s) and/or accessories, if applicable.
- F. Borrower may be suspended from Sanger Public Library’s Library of Things Lending Service after three (3) combined instances of either of the following:
 - 1. Borrower returns Thing(s) more than 35 days overdue
 - 2. Borrower returns Thing(s) incomplete, damaged and/or broken

Library of Things User Agreement

I agree:

- To abide by Sanger Public Library’s Library of Things Lending Policy as stated above for all current and/or future Thing(s) that may be available to me.
- To pay full fees associated with incorrect returns, cleaning, and/or restitution for loss, damage, or theft of Thing(s) and/or accessories.

Print Name

Signature

Date

Library Card Number

Photo ID Number

Library of Things Supplemental Waiver – Informed Consent for Equipment

In consideration of my use of the equipment lent out by Sanger Public Library through its Library of Things program (“Equipment”), I hereby voluntarily release, discharge, waive, and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, Sanger Public Library (“Library”) and its employees, officers, and agents, from any loss, damage, or injury to persons or property arising from the Equipment, whether arising through the Library’s negligence or imposed by law.

In no event shall the Library be liable to me for indirect, consequential or special damages, including without limitation lost use, revenue or profits. I agree to indemnify and hold the Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorneys’ fees, for all injuries or death of any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use, and return of the Equipment.

No warranties, expressed or implied, including without limitation: suitability, durability, fitness for a particular purpose, condition, or quality have been made by Library, directly or indirectly in connection with the Equipment. I am borrowing the Equipment “as is.” I acknowledge that I have examined the Equipment and that its condition is acceptable. I agree to surrender the Equipment to the Library in as good order and condition as when received, except for reasonable wear and tear resulting from proper use, and if returned unclean, I may be charged a reasonable cleaning fee.

I agree to keep and maintain the Equipment in good condition, use it in a careful and proper manner and comply with all applicable laws and regulations. I understand that the Library does not provide supervision or instruction for the use of the Equipment. I understand and acknowledge that the use of the Equipment involves risk of serious injury, including permanent disability and death. I agree to refrain from using any Equipment in a manner inconsistent with its intended design and purpose.

I have read this Liability Waiver and Informed Consent Form and sign it voluntarily. I understand that I am giving up substantial rights by signing it.

Print Name

Signature

Date