

LIBRARY BOARD

MEETING AGENDA

MAY 22, 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 2/22/24.

LIBRARIAN'S REPORT

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

ACTION ITEMS

3. Update on the possibility of changing the library's business hours.
4. Discussion on possibly updating the format of Librarian's report.

ACTION ITEMS

- [5.](#) Discussion and possible action on an unattended children's policy.

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.

- [6.](#) Unattended Children's Policy Board Approved -11/2019

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 May 18, 2024, at 9:15 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

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

There being a quorum Board Chair Sellers called the Library Board meeting to order at 6:48 P.M.

BOARD MEMBERS PRESENT:

Board Member, Place 1	Alex Lynn
Board Member, Chair Place 2	Suzanne Sellers
Board Member, Place 4	Libby Dorn
Board Member, Place 5	Erica Kaufman

BOARD MEMBERS ABSENT:

Board Member, Place 3	Sherri Wood
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STAFF MEMBERS PRESENT:

Laura Klenke, Library Director

CITIZENS COMMENTS

No one addressed the board.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 8/15/23.

Board Member Lynn motioned to approve the August minutes.
Board Member Kaufman seconded the motion.

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

2. Consideration and possible action on library board minutes from 11/29/23.

Board Member Lynn motioned to approve the November minutes.

Board Member Kaufman seconded the motion.

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

LIBRARIAN'S REPORT

Librarian's Report

3. Discussion on future adult programming. Librarian Klenke explained that the Library goal of offering two programs per age group each month. Board member Lynn explained an interest in craft programs for example wreaths or sign painting. The Library is trying to reach the 25 year old to 50 year old groups. The board thought that Friday nights and Saturday late afternoons were a good time frames for this age group. Librarian Klenke said they may entertain a survey on this topic.

ACTION ITEMS

4. Discussion on the library of things policy and possible action on library of things policy.

Board Member Lynn motioned to approve the plan as written.
Board Member Dorn seconded the motion.

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

5. Discussion and possible action on the possibility of changing the library's business hours. Librarian Klenke discussed having low door counts on Fridays and the need for later hours in the week. The board discussed the change in school scheduling for the upcoming year. Discussion of an update to Library hours to the following schedule:

Monday – Thursday: 10 AM – 6 PM

Friday: 10 AM – 5 PM

Saturday: 10 AM – 2 PM

Sunday: CLOSED

Board member Lynn motioned to approve the suggested hours change.
Board member Dorn seconded the motion.

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

6. Discussion and possible action on adopting a local author collection policy. The board suggested a form that would not require board approval but instead be based on currently approved collection development policies.

Board member Lynn motioned to approve the action of the Library using a form based on approved collection development policies.

Board member Dorn seconded the motion.

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

7. Discussion on the Excel High School Diploma Program and possible action on a timeline for unveiling program to the public.

The Sanger Public Library has three scholarships. The present goal is to get one person enrolled. It will take time to promote and approve applicants and establish a selection criteria. Librarian Klenke is thinking a timeline of August and criteria include eighteen years and up and limited to Sanger City Limits to see if we have an acceptable pool of candidates.

Board member Kaufman motioned to approve the suggested timeline and criteria. Board member Dorn seconded the motion.

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

FUTURE AGENDA ITEMS

No future agenda items were provided.

INFORMATIONAL ITEMS

No informational items were provided

ADJOURN

There being no further business, Board Member Sellers adjourned the meeting at 7:57 PM.

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

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LIBRARY BOARD COMMUNICATION

DATE: May 22, 2024
FROM: Laura Klenke, Library Director
AGENDA ITEM: Librarian's Report

SUMMARY:

General News

We're happy to report we've seen an increase in program attendance and overall interest in library events. Many are seeing our programs advertised on Facebook and learning about events through word of mouth. We have benefitted from the consistency of marketing efforts both online and in person. We hope this trend continues to grow over the summer and attracts new library patrons. We're excited for this summer.

Digital circulations are on the rise. Looking closely at possibly joining the Texas Cloudlink Group. The group requires an interlocal agreement, and a commitment to purchase at least 10% of what our physical materials budget is allotted. It will require more investigation on our part due to City Council approval. Our Hoopla usage is still high. We rolled back the checkouts to three hoping it would help control our budget, but it is not having as big of an impact.

The City has installed panic buttons throughout City offices, including the library. In addition, our smoke alarms were installed at the same time, by the same vendor at considerable cost savings due to using the existing equipment for the panic buttons.

Summer Reading 2024 News

We are finalizing plans for our Summer Reading Program. June's calendar is finalized. We have a wide variety of programs for both June and July. We're still waiting on confirmation on two art related programs for July. We will be advertising our Excel High School Program in June for an August launch.

The Blackland Prairie Raptor Center will kick off the event on June 1, 2024, at 10:30 AM. Volunteer participation has increased, with Steve Parker teaching Spanish and open language classes, and Kayla Monschke offering coding classes for grades 3-8 and high school throughout the summer. We are partnering with EBR HR Experts for a resume class for high schoolers and college students, and a salary negotiation session for women. We will have special guests for pre-school storytime, public works, fire, police, electric and possibly the post office. We will have two family game nights one on Thursday night and another on Friday night in June and July.

July's calendar will feature a local artist who will be teaching participants how to make a bolo tie. Dallas Weaver's Guild is scheduled to visit our UFO club to demonstrate different looms to our fiber arts enthusiasts. In preparation for the new school year, we will be having a program on how to prepare and make bulk freezer meals. David Slick the juggler will end our Summer Reading Program.

May 2024

We kicked off May with Star Wars Week, featuring crafts and activities for all ages, including a glow stick lightsaber craft and a scavenger hunt. Participants entered a prize drawing for a Lego Star Wars bookset, a Yoda bookend, and lots of Star Wars socks. We also collaborated with the Sanger Police Department's Cones and Cops event. Staff member Carissa Malmgren had a great idea for a Traffic Stop 101 simulation using a real car and sirens. Officer Wallenburg was terrific at walking the teens through all aspects of a traffic stop which was well-received by teens and parents. Due to high interest, we plan to repeat the program after school starts and during National Night Out on October 1, 2024. Additionally, our book page wreath program for adults was a hit. Participants had a great time and expressed interest in future wreath programs.

April 2024

In April, the library buzzed with celestial excitement and artistic celebration. We introduced Earth Day trash cleanup kits, providing safety vests, trash grabbers, and more. National Poetry Month inspired patrons to craft magnetic poems and share verses on our poetree. Quilter Beth Patton led a class on no-sew mini landscape quilts. A glow-in-the-dark paint party drew 11 adults, 3 teens, and 21 children. Our eclipse watch party attracted 48 adults, 4 teens, and 30 children. Teen hangouts featured origami wishing stars, and Sanger Studio Saturday explored self-portraits. Lego Club showcased unique creations. The library sponsored a pop-up pottery class with Yahweh Pottery. It was well attended with 8 participants. Our City-wide Art Exhibition saw 63 artists and 98 pieces, doubling last year's participation. Denton County United Way's VITA Tax assistance served over 90 clients.

March 2024

In March, the library introduced a new regular program and revived some favorites. Quilter Beth Potter led another vibrant no-sew mini quilt class for teens and tweens. The annual Dr. Seuss Birthday Party drew a crowd for scavenger hunts and celebrations. Sanger Studio Saturday taught by staff member Theresa Hammond debuted, offering mixed media techniques. Preschool Music and Movement saw increased family participation. Master Naturalist Cathy Milliger taught about whooping cranes. Lego Club and knitting gatherings continued to engage attendees. Teen and tween handouts featured creative button-making. Workshops on chain mail and one on one resume reviews enriched the community. Denton County United Way's VITA Tax assistance program provided essential support throughout the month.

March Monthly Statistics:

- 2,063 physical items were checked out.
- 488 digital items were checked out.
- 56 new cardholders, for a total of 3,454.
- 2,146 visits to the library.
- 79 reference questions answered.
- 61 computer-related questions answered.

April Monthly Statistics:

- 2,222 physical items were checked out.
- 539 digital items were checked out.
- 54 new cardholders, for a total of 3,477.
- 2,648 visits to the library.
- 72 reference questions answered.
- 61 computer-related questions answered.

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: Policy for Unattended Children

The Sanger Public Library offers a wonderful variety of programs and events for children from preschool to high school age. We welcome and encourage your child's participation and would love for you to join in as well. However, we cannot take on the responsibility of providing consistent care and supervision for your unattended child.

How Parents/Caregivers Can Support Us:

1. **Emergency Contact Information:** Teach your child your address and phone numbers so we can reach you in case of an emergency.
2. **Supervision:** Accompany your child to the library or ensure they are with a responsible young adult or adult caregiver.
3. **Library Hours:** Do not leave your child outside the library before it opens.
4. **Timely Pickup:** Pick up your child before the library closes.

Even older children can become hungry, distracted, or frightened when left alone. Remember, the library is a public place, and it is unsafe to leave children outside the library at closing time. You are responsible for your child's safety at closing time. Please be aware of our schedules and hours. Your cooperation helps ensure a safe and enjoyable experience for everyone.

Unattended Children Guidelines:

- **Children Under 10:** Must have a caregiver in the building and within eyesight. Exception: Children attending library programs. Parents/caregivers must remain in the library and rejoin the child at the end of the program.
- **Children with Special Needs:** Children of any age with mental, physical, or emotional challenges that require supervision should always be accompanied by a parent or caregiver.
- **Interaction with Others:** Library staff are not responsible for preventing children from interacting with or leaving the library with persons who are not designated caregivers.
- **Emergency Situations:** If issues arise while children are using the library or if they are left alone, library staff will attempt to contact the parents/caregivers. If the parents cannot be reached, the Sanger Police Department may be called.

Unattended Children at Closing:

- **Timely Arrival:** Parents/caregivers are expected to arrive before the library's posted closing time.
- **After Closing:** If a child is left unattended at closing time, library staff will attempt to contact a parent/caregiver.
- **Inability to Contact:** If the parent/caregiver cannot be contacted or informs staff they will be more than 20 minutes late, the Sanger Police Department will be contacted to take custody of the child.

Sanger Public Library
Policy for Unattended Children

Sanger Public Library welcomes children to use the library and encourages parents to bring them. Responsibility for the welfare and behavior of children rests with the parent or guardian. While library staff members will make every effort to respond with care and concern, they cannot, nor is it their responsibility to, serve as child care providers. *Children ages eight (8) years and younger must be accompanied by a responsible adult or family member in the library.*

Unattended Children During Library Hours:

A child five (5) to eight (8) years old may attend a special children's program while a parent or guardian waits in another part of the library. The parent or guardian must rejoin the child immediately after the program's conclusion, or sooner if there is a problem that needs to be addressed.

If library staff is unable to locate the responsible adult or family member after a reasonable time, the staff member will call the police department.

Children are required to abide by the library's behavior guidelines. Children ages 9 years and older acting in a manner not in compliance with the Library's rules of conduct will be asked to correct their behavior and warned that if they continue to behave in a disruptive manner, they may be asked to leave.

If a child under the age of twelve (12) is asked to leave the library and cannot or will not leave, the parent or guardian will be contacted by phone and notified that the child must leave the library. If the child is not collected by the parent or guardian within a reasonable time, or if the parent or guardian cannot be reached by phone, the Sanger Police Department will be called.

Children Left Unattended at Closing Time:

Library staff will attempt to contact the parent or guardian of an unattended child fourteen (14) years old or younger. If two staff members are able to stay for a reasonable time after closing, they may wait for a responsible person to arrive. Depending on their ability to stay, they may wait between 15-30 minutes before contacting the police department. Staff members will leave once the police have arrived and made contact with the child.

The police will take the children home if there is a responsible adult present or take the child to the police department or an officially designated safe place until a parent or other responsible adult can get the child.

If a child under the age of thirteen (13) is repeatedly left unattended at closing time, law enforcement or Child Protective Services may be notified.

(Approved by Sanger Library Advisory Board with revisions on 11/12/19 and additional statement from city's attorney. – A. Tolle)