

LIBRARY BOARD

MEETING AGENDA

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

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 5/24/23.

LIBRARIAN'S REPORT

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

ACTION ITEMS

3. Welcome new board members Alexandra Hamilton, Place 1 and Sherri Wood, Place 3.
4. Consider, nominate and appoint a board chair.
5. Presentation and Discussion or Discussion regarding long overdue materials
6. Presentation and Discussion or Discussion regarding the creation, circulation and maintenance of non-traditional items collection known as a "library of things"

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 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

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

MAY 24, 2023, 7:00 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVER STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

Board Chair Rodgers called the meeting to order at 7:20 p.m.

COUNCILMEMBERS PRESENT

Board Member, Place 1	Vacant
Board Member, Place 2	Suzanne Sellers
Board Member Chair, Place 3	Judith Rodgers
Board Member, Place 4	Libby Dorn
Board Member, Place 5	Erica Kaufman

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT:

Laura Klenke, Librarian

CITIZENS COMMENTS

No one addressed the Board.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 9/28/22.

Motion to approve the 9/28/22 meeting minutes made by Board Member Kaufman,
Seconded by Board Member Dorn.

Voting Yea: Board Member Rodgers.

Abstaining: Board Member Sellers due to absence from 9/28/22 meeting.

Motion passed unanimously.

2. Consideration and possible action on library board minutes from 1/25/23
 Motion to approve the 1/25 23 meeting minutes made by Board Member Sellers,
 Seconded by Board Member Dorn.
 Voting Yea: Board Member Rodgers and Board Member Kaufman.
 Motion passed unanimously.

LIBRARIAN'S REPORT

Librarian Klenke provided an overview of the report.

Discussion ensued regarding welcoming Librarian Klenke to her new position as Sanger Library Director. Some minor discussion ensued about the increase and importance of homeschooling support. Librarian Klenke discussed the new City Performance Measures and her plan to provide data for the library.

ACTION ITEMS

3. Consideration and possible action on approving a flat fee for inter-library loans (ILL).

Discussion ensued regarding the shrinking number of Consortium Partners and the importance of providing needed materials to Sanger Public Library patrons for a flat one dollar fee regardless of postage method.

Motion to approve made by Board Member Sellers, Seconded by Board Member Kaufman. Voting Yea: Board Member Dorn and Board Member Rodgers.
 Motion passed unanimously.

4. Consideration and possible action on policy for Hotspot Checkout.

Discussion ensued regarding the necessary reduction of available hotspots for circulation. With a lower supply but increasing demand for hotspots there is some necessity for altering the checkout policy to address renewals and waiting periods.

Motion made by Board Member Sellers to amend Sanger Public Library Hotspot Checkout Policy bullet point number five and Sanger Public Library Hotspot Patron Agreement Form bullet point number one to add that there is a fourteen-day waiting period for rechecking hotspots after the maximum number of renewals is exceeded, Seconded by Board Member Dorn. Voting Yea: Board Member Rodgers and Board Member Kaufman.
 Motion passed unanimously.

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

Discussion ensued regarding the library no fine policy and a shift in patron behavior to keeping materials long overdue without acknowledging the impact such behavior has on other library patrons. A suggestion was made that a long overdue list could be run and patrons with long overdue items could have their checkout status reduced to one

item at a time. There was further discussion about how to present the policy change and emailing or texting patrons to let them know about the consequences. Discussion tabled until next meeting.

FUTURE AGENDA ITEMS

Long overdue materials.

INFORMATIONAL ITEMS

None provided.

ADJOURN

Board member Sellers adjourned the meeting at 8:45 pm.

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 May 18, 2023, at 4:45 PM.

/s/ Laura Klenke

Laura Klenke, Library Director

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LIBRARY BOARD COMMUNICATION

DATE: August 15, 2023

FROM: Laura Klenke, Library Director

AGENDA ITEM: Director's Report

SUMMARY:

Summer Highlights:

- Our Summer Reading Program kicked off on June 3rd with Ramblin' Rita's Texas Tales! Children and their families were captivated by her lively western themed storytime performance. Attendance wasn't as strong as previous years, there were several youth sports events at the same time. We had a total of 40 children and 30 adults.
- Sanger Police Department participated in two storytimes. Both times officers showcased their equipment and police vehicles. Children had an opportunity to ask questions and take pictures. We had planned a similar event for the Fire Department, but unfortunately, they were called out to an emergency. We had the children create thank you hearts to show their appreciation and created a display in our front window.
- We hired a few paid performers for the summer. The Friends help pay for two of the performers. Brett Roberts amazed families with his Colors of Kindness bubble show. It was well attended with 54 children and 27 adults. Dino Bo was a hit. We had 13 adults and 26 children touch and explore real dinosaur fossils.
- Throughout the entire summer, we had a variety of programs to encourage the arts and creativity. Adults and teens gathered for our recycled book jewelry and craft night. Crafters were welcomed to a craft supply swap. Aaron Evans of Yahweh Pottery, graciously donated his time and supplies for a free pottery class for teens and adults. Teens and tweens had fun with perler bead art. We hosted our first sticker book and sticker swap. We were hoping for more participation, we will try a similar program in the future.
- Teens and tweens had several opportunities to collaborate and learn in fun ways. In June they spent time creating stop motion animation videos. In July, they completed the one motor, one sensor challenge LEGO robotics challenge. They found creative ways to program and solve problems using LEGO robotics kits.

- We hosted our first Snacks Around the World program. It was a hit with 10 teens, 4 children and 4 adults in attendance. Participants were able to travel the world without leaving Sanger! Everyone had an opportunity to sample a variety of snacks from Taiwan, India, Korea, Japan, Australia, England and Thailand. Everyone rated their favorites and least favorites. The overall winner was an Australian treat called Violet Crumbles. The least favorite snack was Jal Jeera an Indian cumin flavored soft drink. We hope to do similar programs in the future.
- Families enjoyed a family game night filled with pizza, games and FUN! City Manager and board game enthusiast John Noblitt shared his love of board games. Families played classic favorites such as Candy Land, Guess Who?, Sorry! And, new games such as Sushi Go, Happy Salmon.
- Our end of Summer Reading Party featured All About Animals! We had a great turn out with 20 adults, and 37 children. Cindi Cavallini brought many animals to our party. We got to see a ferret, a giant millipede, chinchilla, bearded dragon, tarantula, and hedgehog. She shared lots of facts about each animal and families got to pet some of the animals.
- We had a rematch of our Battle of the Books competition with Krum Public Library. They were ahead of us almost the entire summer. It wasn't until the last month that we had families turn in their reading. We came out ahead with 846,623 points to Krum's 671,312 points.
- We saw an increase in participation this year compared to last year.

Summer Reading Statistics:

	2023	2022
Number of programs/Events	35	31
Total attendance	751	633
Signed up	231	220
Logged Reading	191	169
Prizes Earned	663	532

Other News:

- We installed new print management system. We have returned to using Librarica's Cassie software full time. Envisionware was not transparent with server migration fees, and was unstable on our server. Transitioning back to Cassie has saved us a significant amount of money in our budget. We still have a few minor issues to iron out during our closure involving our patron database. We're glad to have something that is stable and working as intended.

- We've had a lot of staffing updates in the past couple of months. We were approved to hire two part-time temporary workers to help with me with transitioning into the role of director. Cassi Myerhoff has been helping us get caught up with a three year backlog of books. She has helped process this backlog in addition to new orders. We're very excited for the help. We've never been in a position where we're caught up much less ahead! Renee resigned at the end of July due to family commitments. Becky Adkins was hired as a temporary worker, and has been reclassified to the permanent part-time position. Becky is a retired branch manager from the Rusk County Library. We hope to fill the other vacant temporary position. A full-time technical services specialist position has been approved and posted. The person will be a primary backup for technical support, will serve as chief cataloger and offer administrative assistant to the director.
- We will be closing the library for a much needed inventory, staff development and building maintenance during August 18-23rd. We have not completed a full inventory since 2012. The bathrooms, foyer and accent walls will be refreshed with new paint. Bed Bath and Beyond was going out of business and I was able to purchase slatwall and other promotional signage for the library at a substantial discount. The manager was excited to hear the items would be put to good use and was generous with what he gave us. Friends members will be helping with inventory, installing slatwall shelving and paint preparation.
- We're continuing to evaluate materials for purchasing in our Junior Non-Fiction collection and placing orders to refresh outdated materials. We're paying special attention to areas and resources requested during our homeschool meetup. This will include possible non-traditional items such as microscopes, musical instruments, etc.
- The City is planning a City Showcase in September, for all departments. It will be Tuesday, September 12th at 6:00 PM. It will be a come and go event for the public. Each department will showcase their offerings to the public and have an opportunity to answer questions from participants. We invite you to attend and support us during the event.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A