

LIBRARY BOARD

MEETING AGENDA

AUGUST 07, 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.

LIBRARIAN'S REPORT

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

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.

- [2.](#) Consideration and possible action on library board minutes from 5/22/24.

ACTION ITEMS

3. Discussion and possible action on changing the library's hours.
4. Discussion and possible action on library of things 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.

5. Library of things lending policy and user agreement revised 8-4-24.

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 August 4, 2024, at 1:45 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 COMMUNICATION

DATE: August 7, 2024
FROM: Laura Klenke, Library Director
AGENDA ITEM: Librarian's Report

SUMMARY:

General News

The unattended children's policy was approved by City Council on 6/17/24. There was discussion about the capacity to take possession of a minor and coordination with the Police department.

We had a staff development day on Friday, August 2nd. We discussed our summer reading program successes and future opportunities for improvement. We also got a jump start on programming through December. We look forward to growing the library's programming offerings.

We will be closed later this month for another inventory and general cleanup/organization of library spaces. If we can secure a presenter, we will also have training on de-escalation techniques and general safety training.

We posted a new position – Programming and Data Support Specialist. We hope to have it filled before September.

Excel High School Diploma Program – I'm behind schedule but planning to unveil the program this month due to our increase in summer reading participation. I hope to have at least one student enrolled before the end of September.

Summer Reading Summary

Summer reading was a success! Staff and I had so much fun this summer. We had a great mix of staff, volunteers and paid performers/events! We debuted a new summer reading tracker and passport program. It allowed participants the opportunity to be independent, choose, and track their reading goals themselves.

Despite being very busy, (We saw an average weekday gate count of 145 vs. 98 in 2023) we felt comfortable managing the increased traffic and interest during summer reading.

Families were excited to participate. We saw many of them several times a week, sometimes daily! We were an integral part of their summer! We saw an increase in adult and teen participation. Prior years, I felt like the teens and adults were an afterthought. I made a conscious effort to have incentives and prizes that appealed to both age groups and made participants see that we made a real effort to be inclusive.

We conducted a short survey during summer reading to get a pulse on possible times for after school programming. We got fantastic feedback. Many have been pleased with our programs and gave us insights on how to best approach after school programming.

We will be following up with another survey to get feedback on summer reading as a whole.

June 2024

June was an eventful month for our library, marked by a variety of engaging programs and activities that brought our community together.

We kicked off our Summer Reading Program on June 1st with a spectacular presentation by the Blackland Prairie Raptor Center. Families marveled at the sight of a kestrel, screech owl, and falcon, learning about these incredible birds and their habitats. The event drew 121 participants, setting the tone for a summer of learning and fun.

This year, we introduced a new Summer Reading Tracker and calendar, allowing participants to set their own reading goals. Each week, readers log their progress and earn prizes, culminating in entries for our grand prizes.

Pre-school storytime featured an exciting visit from the Sanger Fire Department, with 35 adults and 40 children attending. The children were thrilled to explore fire vehicles and listen to fire-themed stories. Our talented volunteers also played a significant role this month. Steve Parker, a polyglot, began teaching Spanish classes, attracting over 20 attendees to the first session. Kayla Monschke led coding classes for grades 3-12, with 26 participants throughout the month.

Art and creativity were highlighted in our Sanger Studio Saturday, where participants experimented with gel prints. The program is open to all ages and meets on the second Saturday of each month. Our Preschool Music and Movement program continued to grow, with 8 children and 10 adults attending in June, fostering gross motor skills and rhythm.

Children enjoyed a pottery class with Aaron Evans from Yahweh Pottery, creating imaginative pieces. Due to high demand, we scheduled an additional class for July. Our Solar Oven S'mores event on June 11th was a hit, despite the cloudy weather, with 9 adults, 3 teens, and 19 children participating. We also hosted a special storytime with the public works department, drawing 20 adults and 18 children, who got to explore city vehicles up close.

The monthly Lego Club had a full house, with 33 participants showcasing their creations in our library display case. Our adult pottery class with Aaron Evans was equally successful. The knitting and crochet group, also known as UFOs (Unfinished Objects), continued to meet, offering a welcoming space for crafters of all levels.

We launched a new Toddler Storytime on June 17th, attracting 18 attendees. Our first Teen Hangout focused on video games, with 9 teens enjoying classic and modern games. The adult book club discussed "The Last Thing He Told Me" by Laura Dave, inviting new members to join on the third Tuesday of each month.

Family Game Night on June 20th was a lively event, with 27 participants enjoying pizza and games, ending with a spirited Pictionary battle won by the kids. Human resources professional Krystal Yates offered valuable resume-building advice to high school and college students.

Our Toddler Time sensory activities on June 24th were a hit, with 18 attendees exploring creative play. The Teen Hangout MCU Trivia on June 25th was a blast, with 8 teens showcasing their Marvel knowledge and winning prizes. Kids Can Cook saw 20 participants making energy balls with various ingredients.

The Denton County Traveling Museum's visit on June 27th featured historical artifacts, engaging 20 attendees. Our Aluminum Pouring Program on June 28th, led by Erika and Alex McIlay from Collin College, was a unique hands-on experience for 43 participants. Finally, the month concluded with an Intro to Painting class by art therapist Kat Fry, attended by 12 adults, sparking interest for future sessions.

Overall, June was a vibrant month full of enriching programs, fostering learning, creativity, and community spirit.

July 2024

July was an exciting month at our library, with a series of engaging programs and special guests enhancing our Summer Reading Program. We welcomed guests from various city departments and organized activities to foster creativity and community spirit.

Our Toddler Storytime continued to attract families, with 11 children and 9 adults attending sessions filled with stories and songs. Volunteer Kayla Monschke's coding classes for grades 3-12 remained popular, drawing 22 participants eager to learn programming fundamentals. The monthly Lego Club saw 26 attendees, who displayed their creative builds in our library.

Teens and tweens learned comic creation basics from Two Lumps web comic creator J. Grant, inspiring potential future programs. Preschool Music and Movement continued to grow, with 17 children, 1 teen, and 12 adults participating in rhythmic activities that enhance motor skills and listening abilities.

Our second teen and tween hangout featured a button-making session, sparking creativity. The Sanger Police Department's visit to storytime, featuring Police Chief Cheek and Lieutenant Lewis, was a hit with 51 attendees, who enjoyed a police-themed story and a tour of a police vehicle.

Spanish language classes with volunteer Steve Parker continued to inspire patrons, while another children's pottery class with Yahweh Pottery allowed kids to create imaginative pieces. Sanger Studio Saturday introduced the reduction technique, fostering artistic exploration.

Human resources professional Krystal Yates led a program on salary negotiation for women, complemented by a professional clothing swap that benefited over 20 families and job seekers. Our adult book club discussed "The Girl With All the Gifts" by M.R. Carey, exploring themes of survival and humanity in a post-apocalyptic world.

A visit from Sanger Electric for storytime, attended by 29 people, featured an educational exploration of their utility truck. The paint a squishmallow event was so popular that we had to rotate groups to accommodate everyone, with 52 attendees.

Family Game Night on July 19th brought together 27 participants for games and pizza, while July's UFO knitting and crochet group welcomed a demonstration from the Dallas Handweavers and Spinners Guild, exciting patrons with hands-on weaving and spinning.

Toddler Time, with new toys and community helper figures, attracted 24 attendees. The local post office provided an educational storytime about mail delivery, attended by 35 people. Shark Bo's visit during Shark Week educated 40 attendees about different shark species and their unique abilities.

The month culminated with a performance by Guinness World Record Holder David Slick, who dazzled attendees with his juggling skills and taught them the basics of juggling, marking the end of our Summer Reading Program with a memorable event.

June	2024	2023
Physical items checked out	3,304	2,380
Digital items checked out	495	419
New cardholders	93	73
Visits to the library	3,098	2,228
Avg. weekday gate count	145	101
Reference questions	129	72
Computer Questions	63	63

July	2024	2023
Physical items checked out	3,832	2,758
Digital items checked out	585	428
New cardholders	73	74
Visits to the library	3,404	2,411
Avg. weekday gate count	145	97
Reference questions	140	60
Computer Questions	71	74

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A

LIBRARY BOARD MEETING MINUTES

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

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

BOARD MEMBERS PRESENT:

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:

Board Member, Place 1	Alex Lynn
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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 2/28/24.

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

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

LIBRARIAN'S REPORT

Librarian's Report

2. Librarian Klenke provided an overview of the report.

Discussion ensued regarding the increase in program attendance and Summer Reading Plans.

ACTION ITEMS

3. Librarian Klenke updated the Board on our previous action item related to updating the library's business hours. It was decided this item would be tabled until the Library receives more patron feedback and the staff have more information about the upcoming budget and possible staffing changes.
4. Librarian Klenke proposed possible changes to the format of the Librarian's Report. No motion was taken. The Board leaves the report format to Librarian Klenke's discretion.
5. Discussion ensued regarding updating the Sanger Public Library Policy for Unattended Children.

Board member Kaufman motioned to approve the updates with the addition of repeat offender text.

Board member Wood seconded the motion.

Voting Yea: Board Member Sellers, Board Member Dorn. 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 7:28 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 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.

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 late will incur a \$1.00/day fee.
- E. Things returned via book drops will incur a \$10.00 fee.
- F. Things returned in soiled condition will incur a \$5.00 cleaning/processing fee.
- G. Borrower is responsible for loss, damage, or theft of Thing(s) and/or accessories, if applicable.
- H. 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

Item 5.

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, the City of Sanger, 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 the City of Sanger, the 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