



Library Advisory Board

Minutes

**In-person Meeting
September 25, 2023 – 7:00 p.m.
Council Chambers**

CALL TO ORDER

Announce the presence of a Quorum.

Justin called the meeting to order at 7:02 pm. The following Library Board members were present: Irene Chavira, Brian Ortiz, Monica Munoz, Roberta Schaafsma, Justin Strauch, Zachary Todd & Ofilia Barrera, Board Liaison. Board members not present: Toshia Kimball

STAFF SPOTLIGHT

Debbie Nowling, Youth Services Supervisor

- ★ Debbie was delayed in the library and running late; Board moved on to Consent Agenda and WS1, until she arrived

Debbie has been with the library almost 14 years; Ofilia has known her for 20 years as they worked together at the Plano Library and credits Debbie with all she has learned about working with children.

Debbie provided an overview of the Youth Services Department and its programs

- 4 full-time librarians covering Childrens, Teens, & Tweens
- 1 full-time & 4 part-time reference assistants
- 7 storytimes a week and 1 sensory storytime monthly
- Monthly book clubs for several grade levels: 1st grade through 12th grade
- Monthly STEAM program for 3rd graders
- Majority of circulation and programming takes place in Youth Services
- 3000 in attendance at Summer Reading Program kick-off party and over 700 in attendance for Harry Potter birthday party at the close of the summer
- Outreach for Wylie ISD: in-house tours, FASE program, presents the Abby Award at the beginning of each school year for the elementary school with the most logs turned-in over the summer
- Last spring partnered with Adult services for Dungeon & Dragons Mini-con which was very popular
- Additional teen programs: monthly D&D, teen book club, and Japanimation

→ Zach asked where ideas for programs come from.

- ◆ Community needs and requests, teen & children librarians ideas, as well as idea sharing with other libraries.
- ◆ Debbie highlighted Veronica McKay's experience as a school librarian and how through her contacts in Wylie ISD they discovered a need for a book club because many students

have no transportation to the library. They now visit elementary schools once a month to provide a Bluebonnet Book Club; Youth Services takes the book club to them.

- Monica commented she has known Debbie since her family moved to Wylie and appreciates everything she and Ofilia do for all children.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

No citizens were present at the meeting.

CONSENT AGENDA

1. **Consider and act upon approval of the Minutes of the August 28, 2023 Library Board Meeting.**

Board Action:

- The Library Board Minutes of August 28, 2023.
- ◆ Irene made a motion to approve the minutes from the August 28th meeting
 - Zach 2nd the motion, all in favor

REGULAR AGENDA

WORK SESSION – DISCUSSION ITEMS

WS1. Review the Library's Meeting Room Policy

Ofilia explained this policy covers the Conference room and Multipurpose room, both of which are located on either side of the library's main doors, after entry. In addition to utilization for library programs, these rooms are available for public use. Ofilia further explained the rooms are not intended for social gatherings or commercial purposes such as:

- Baby showers
- Birthday parties
- Selling of any goods

- ★ Allowing social gatherings would be in direct competition with the Recreation Center; anyone interested in doing those is sent over to the Rec-Center.

- Roberta asked how frequently people reserve the rooms.

- ◆ Ofilia responded that it goes in waves; however, with library programs and then interspersed in between with community users, the rooms are constantly in use.
- ◆ Ofilia added - Most common request is for a permanent meeting space. If we allowed this, we would end up excluding many people because the room spaces are so popular. Section 2D of the policy addresses this by limiting the number of requests that may be made at one time to three.
- ◆ Michelle shared the rooms are now frequently loaned to Wylie ISD. Teacher groups for all different subject matters for professional learning and this is due to a lack of space within the school district buildings.

- Zack asked if all reservations are done online.

- ◆ Ofilia answered "Yes" and described the process using the main library website. Also, explained the different room capacities.

- Brian asked if there's a fee.
 - ◆ Ofilia answered "Yes" and directed attention to Section 4 of the policy. Any and all fees are clearly stated and explained in the section.
- Justin asked if the money from meeting room fees goes into a general library fund.
 - ◆ Ofilia indicated that it goes into the General City Fund; it does not come back to the library.
- Justin asked if the library would continue to be a voting location now that Collin College is across the street.
 - ◆ No, Collin College has offered to and has taken over all voting.

★ Debbie Nowling arrived - see "Staff Spotlight" above.

WS2. Review the Monthly Report

Ofilia indicated the reporting period is August 23, 2023 to September 20, 2023. She also shared, in response to a question from the previous meeting, the current number of cardholders is 60,139. Population of Wylie is only 57,526 thus people from all over utilize this library. Digital resources are still going strong with heavy use despite slight drop off corresponding to the school year starting up. Hoopla usage is up; instant borrows are very popular. Kanopy is still going well; the increase in visits from May to August is huge!

Ofilia included a brief rundown of meeting and training highlights from the last reporting period. Announced a new Administrative Assistant as Xcenia. Ofilia asked for any questions.

- Justin asked how often are electronic resource contracts renewed.
 - ◆ Contract lengths: Hoopla - 1 year, Kanopy - 2 years, Libby - part of consortium, which means "in it for life" unless withdrawn.
 - Other libraries within PLANT have had to drop Hoopla. Because of demand, it has become too expensive. Ofilia mentioned if the usage reaches that point, there is the potential to put funds from the DVD budget into Streaming Services because that is where the usage is.
- Brian asked if Udemy is getting any traction.
 - ◆ Ofilia will look into this and get stats. Currently trying to get the word out on the service.
 - Planning a presentation in the next month at the Business Exchange.
- Justin asked what the Safety Training was - "Lisa met with Esther Yun for Safety Training".
 - ◆ Ofilia explained that Lisa is the Safety Training Liaison and all staff are required to undergo Safety Training.
 - Lisa is responsible for coordinating everything from Active Shooter, Stop-The-Bleed training to Basic First Aid and library safety training.
 - Lisa also provides Kulture City training.
 - ◆ Michelle added that Lisa also goes over use of AED machine and fire extinguisher locations.
- Zach asked if there are any plans, or would be possible, to offer a program on Basic First Aid for the community because most of what he has found only covers CPR. Possibly a joint effort with another city department and the library.
 - ◆ Ofilia agreed it's a good idea and she will inquire with Wylie Fire and Rescue.
 - ◆ Currently planning to put on a program this spring, aimed at first-time college students, for personal safety training with Wylie Police Department.
- Justin asked for an update on the library phone app.
 - ◆ Ofilia shared the application, SPLWylie, is live and ready to go. City employees are currently testing it out and hopefully we will begin advertising to the public within a

week. Great features such as: Click and Collect, which allows you to checkout online and pickup at the drive-thru window.

WS3. Review Friends of the Library Upcoming Programs

- Wylie Ghost Tours - October 6 & 7
 - Haunts + History: 7pm or 8:15pm
 - Ghostly Gossip: 7:30pm or 8:45pmOfilia said she is one of the tour guides on the Ghostly Gossip tour.
- Spooky Night @ The Library! - October 24th, 5pm-7pm
Ofilia asked if any of the Board members wanted to volunteer for that to please let her know. This event is mostly for younger kids, but all are welcome.
- Murder Mystery Night! - November 4th, 7pm-9pm
This event is taking place after hours. Second Player productions will be all the characters/suspects. Unfortunately, Peter Pan is murdered and you have to figure out who did it. It's like the game, Clue.

WS4. Review October 2023 Library Programs

- Adults
 - Pumpkins with Pizzazz - 14th @ 2:00pm - Ofilia stated this is a seasonal program.
 - Game On: October Scares - 12th & 26th @ 5:30pm - Ofilia explained this is a creepy version of D&D.
- Preschool
 - Ofilia stated that storytimes are in full swing.
- Ofilia mentioned that Kids Clubs are on page 17 and end with Teen Events.

Ofilia stated that Fall Break is coming up and we are having a LEGO day and possibly one other program. These are special since the kids are out of school.

- Monica asked if Cricut or Silhouette were being considered for training opportunities.
 - ◆ Ofilia indicated there are plans for Cricut as the library owns two; however, staffing issues may put that on hold.
- Zach noticed a misspelling on the ghost tour flyer.

WS5. Review items for future agenda

- New Services
 - TLC Go - SPLWylie going live in the App Store.
 - Beanstack - reading platform hopefully going live by end of year; however still in preliminary stages
 - Reading challenges
 - Reading tracking
 - Users can earn badges
 - Friendly reading competitions
 - Also has phone app


Ofilia explained we went paper free with our reading challenges in 2020 because paper is expensive. There was a bit of a lull in participation, so we are hoping something like this will help because it is more interactive.

- Holiday closures coming up in November.
- Next meeting date: Monday, October 23, 2023

- ★ Justin shared a reminder for the upcoming Solar Eclipse over Wylie - October 23, 2023. Ofilia mentioned that the library is planning a big program for the eclipse coming in April.

ADJOURNMENT

Justin made a motion to adjourn the meeting. Irene 2nd motion; all in favor
Meeting adjourned at 7:44pm.


Justin Strauch, Chair