

Wylie Library Advisory Board Regular Meeting

February 27, 2023 – 7:00 PM

Council Chambers - 300 Country Club Rd., Bldg. 100 Wylie, TX 75098



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address the Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. The Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, the Library Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

[Teen](#) Services Librarian, Kelsey Sidwell, informs us on our first Dungeons & Dragons Mini Con.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

[A.](#) Approve the minutes from the January 23 meeting.

REGULAR AGENDA

WORK SESSION

[WS1.](#) Review and approve Texshare Lending Policy.

[WS2.](#) Review monthly report and usage statistics.

[WS3.](#) Review upcoming programs for March 2023.

[WS4.](#) Review items for future agenda.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on February 24, 2023 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.

THE SMITH PUBLIC LIBRARY PRESENTS

2023 SPRING BREAK

DUNGEONS & DRAGONS MINI CON

PROGRAMS
AND
ACTIVITIES
FOR ALL
AGES!

Featuring:

The Alternative Comedy Theater, Color Spray Creations,
and Game Master Haley Hodges of The Traveling Bard Studios!

Food and drink will be available for purchase from
Wylie's own Panaderia la Esperanza!

Wednesday, March 8th
2pm-8pm @ SPL



GAMES RUNNING ALL DAY
DUNGEON MASTER Q&A PANEL
RESIN DICE CASTING PRESENTATION
WORKSHOPS FOR TWEENS AND TEENS
FAMILY-FRIENDLY D&D SHOW, GOOFS & GOBLINS
ALL DAY ASSISTANCE WITH ALL THINGS D&D
3D PRINT DEMO
AND MORE!

FOR MORE INFORMATION PLEASE CONTACT
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Library Advisory Board Minutes

02/27/2023 Item A.

In-person Meeting
January 23, 2023 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate called the meeting to order at 7:00 p.m. The following Library Board members were present: Kristin Botsford, Roz Davis, Kristina Jones, Toshia Kimball, Justin Strauch & Ofilia Barrera, Board Liaison. Carla McCullough is the only Board member not present.

CITIZEN'S COMMENTS ON NON-AGENDA ITEMS

Residents may address the Board regarding an item that is not listed on the Agenda. Residents must provide their names and addresses. The 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.

PRESENTATION

1. Staff Spotlight: Ana Lopez, Technical Services Technician

→ Ofilia introduced Ana Lopez as our Technical Services Technician in the library. She told the Board that Ana works with Laura whom they had met on Zoom previously. Ofilia explained Ana did not start there and asked Ana to introduce herself and talk about her work.

◆ Ana said she started in the Circ Department for three years part-time, and then a little over a year ago she took this full-time position. She described the process they go through to receive, catalog, and track inventory.

→ Ofilia told the Board this position is extremely detail-oriented and not for everyone. Ana has a great relationship with Laura. She stated the staff at the library is glad she is there.

◆ Justin asked if there was anything the Board could do to help and support her.

◆ Ana replied that she had not had any issues she felt would need additional resources other than Laura's guidance, and she thanked him.

◆ Juan asked if there was any feedback.

→ Ofilia thanked Ana for coming and told her that the Board appreciated her time.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the November 28, 2022 Library Board Meeting.

Board Action:

The Library Board Minutes of November 28, 2022.

◆ Juan asked for feedback after taking time to review the minutes, and there were no changes or questions related to the minutes. He did make the note that his title is not Board President but rather Chair. He requested that the change be made.

→ Roz made a motion to approve the minutes with the change made.

◆ Justin seconded the motion with the change made.

All votes were in favor. The motion passed 6-0.

WORK SESSION - DISCUSSION ITEMS

1. Review monthly reports and usage statistics.

→ Ofilia said the report had been updated with dates for a full month. She stated this report covers November 24 - December 21, and December 22 thru January 18. She said it was a busy holiday month, and programs were

well attended. She mentioned we celebrated Grinchmas at the library on the cold, cold day in December. However, it did not hinder attendance since there were 100 people there for the craft and movie. She said checkouts were going strong. She mentioned that digital participation remains steady, but the overall circulation numbers were a little lower for the month given that we were closed for several days in December. She asked if there were questions about the numbers.

◆ There were no questions from the Board members.

→ Ofilia moved on to meetings and training highlights and asked if there were questions on anything.

◆ Juan asked if the records retention training was an annual training.

→ Ofilia stated she had not been through that training before now. She said the City Secretary was in charge of it, and it may have been offered because there are lots of new staff. Ofilia stated she and Michelle learned quite a lot about destruction logs and retaining records. It is not the most exciting topic, but Michelle had come back to the library and put together everything we needed in place for destruction logs, etc.

◆ Roz asked about the installation of the sorter.

→ Ofilia told the Board the process went better than expected. It started on time and ended earlier than expected but as they promised. The day it arrived, we were expecting storms. It was unloaded right before a downpour, and after they covered it with tarps. Once the storm moved through, things went smoothly and professionally. They explained things to the staff, were patient, and made it a great experience working with them. The work the staff did ahead of time made a difference in signage, nothing being due on those days, and the campaign to advertise the closing. It was not at all as stressful as it could have been.

◆ Justin asked about the community garden.

→ Ofilia explained the garden is a library garden and not a community garden that started out as a project for Veronica, one of our Youth Services Librarians, and her book club. The garden has evolved and now has a committee of locals, including a member who is a new graduate and now a Collin County Master Gardener involved in its growth and care. The Parks Department is currently laying concrete paths right now and a pad that will provide a place for classes and events. The group is very dedicated and has big plans to expand. It currently donates all of its fruits and vegetables to cafe 544 at the high school.

◆ Justin asked how the Friends of the Library was doing.

→ Ofilia mentioned the Board that has been in place for decades is slowly dismantling with two members who have had to step down for personal reasons. We posted on Facebook and advertised for those seats and happily had a huge response. Ofilia is following up with those that are interested to ensure they are aware of what it entails. They have been invited to our next meeting and it is a work in progress. The Friends are hosting a Bookmark Contest that starts on Feb 1st. There are five age categories. They design their own bookmark, and the Friends Board chooses winners in each age group. The winning bookmarks are printed and handed out at the library.

◆ Justin asked how to get to the entry form.

→ Ofilia stated that it will be on the website and she would send Justin the link to share with his students.

2. Review upcoming programs for February 2023.

- The celebration of Black History Month will be a focus in February at the library. The Haley exhibit will come down at the end of January.
- Burl Washington's art will be displayed. He is a local artist and celebrity of sorts known as the Buffalo Soldier Artist. Ofilia said we will continue to showcase the American West from a different perspective. He will also be at the library on Saturday, February 11 at 2 pm to talk to anyone who is interested.
- 3D Printer (Todd) is now being demonstrated by Adult Services for patrons who are curious. It is a how-to as well as a question-and-answer session. There are three or more scheduled as interest persists. Marla, the old printer, is still running and can be run at the same time. We use her often for single-color jobs.
- Deah Berry Mitchell, another local celebrity of sorts, who writes a column for the Dallas Morning News is doing a food program for us on West African Cuisine.
- The Juneteenth Committee, our partner from the Kwanzaa program, is hosting a talent showcase on February 25. There are age categories. Patrons from kids to adults can do a painting, a poem, a drawing,

etc. All of the information is on our website.

- Youth services are hosting their book clubs this month.
- Special programs for kids and teens will be back in March for Spring Break.

3. Review items for future agenda.

- Policies up for review due to changes and challenges within the state
 - Collection Development Policy - was at the City Attorney's office to review changes, and that has been sent back to us. We are working through the comments, suggestions, and changes.
 - Confidentiality of Library Records needs to be reviewed.
 - The 2023 Small Business Center policy will have been in place for five years and may need a quick review. Ofilia does not expect big changes here.
- Friends of the Library Events
- Our next meeting is on February 27, 2023

◆Roz asked about the policies for review and when those will be in front of the Board for discussion.

→ Ofilia said the Collection Development policy is a process. The attorney's comments will be reviewed with the librarians who have to enforce the policy, and then it goes back to the attorneys. The goal is to have it in front of the Board if all goes well in March.

◆Justin asked about details on the policy.

→Ofilia said with all the changes going on with the state, we thought our policy was too vague. She suggested the current policy, which is on the web and has been reviewed previously by the Board, can serve as a good reference. The section being re-written is the reconsideration of materials. The language may need to be more detailed and specific as to the steps on what will happen when items are challenged. We have learned from things happening everywhere else that a good policy needs to be in place.

◆Justin asked if weeding was part of the policy.

→Ofilia said it is.

◆Juan asked if these policies are the ones under review in the next three to four months.

→Ofilia confirmed these policies are the ones to be reviewed by the Board very soon.

◆Justin asked how soon the Friends group wanted to fill vacancies on their Board.

→Ofilia said the need is urgent because the two positions available are key. The group is hobbled without a Secretary and a Treasurer. Without these members, it's harder to get a quorum, which means items cannot be voted on. She mentioned we have several positions rolling off the Library Advisory Board as well. She encouraged the Board to make suggestions on filling those positions because feedback is welcome.

◆Kristin asked how the sorter was being received by patrons.

→Ofilia said it has been a little awkward with the push out of the drive-thru, but people seem to be adjusting. It is no longer going down, so the voice is not informing everyone all the time that there is a jam the way it was before. Ofilia said it does speak to us professionally and needs a name. She said it is much more flexible than the old sorter because we can change the way the bins are filled, especially on long breaks during closures. This means the staff doesn't have to come in as much to empty bins over holiday closures. The new machine also allows us to reset those functions so we can get back to normal operations when we need to. It is much quieter as well. Overall, it is a good transition.

ADJOURNMENT

Justin made the motion to adjourn and Kristina seconded the motion. Vote passed 6-0. The meeting adjourned at 7:31 PM.

Juan Azcarate, Chair

Texshare Lending Policy for Smith Public Library DRAFT
Approved by the Library Board February, 27, 2023

The goal of the TexShare Program is to improve library service to Texans by making each library's materials available to the greatest number of users. The lending library sets the standards for check-outs, fines and lending privileges.

Contact information for questions about Texshare:

Phone 972-516-6250

Email libinfo@wylie texas.gov

Website WylieTexas.Gov/Library

Obtaining a TexShare Card at the Smith Public Library:

- Must be 18 years or older.
- Patrons must have a Smith Public Library card for at least three months in order to apply.
- Account must be in good standing with all fines and fees paid.
- Must present a photo ID.
- Cards are valid for one year from the date of issue.
- TexShare Card applications may not be initiated 15 minutes before closing.

TexShare privileges will be suspended if there are overdue items or if the library fines exceed \$5.00.

Using a TexShare Card at the Smith Public Library:

- Patrons will not need to use a TexShare Card at the Smith Public Library because we do not have a residency requirement therefore, TexShare Card patrons will be issued a Smith Public Library card.
- Patrons must present a photo ID to complete their Smith Public Library account.
- Standard borrowing privileges apply as described in our [Borrower Policy](#) when using the Smith Public Library Card.
- All items borrowed from the Smith Public Library must be returned to this location.

Monthly Report for the Library Advisory Board

(Based on Weekly Reports sent to City Manager's office every Thursday)

January 19 - February 22

Attendance at Events:

- Storytimes 1,284
- Kids Programs 112
- Teen Programs 40
- Adult Programs 103
- Outreach 36
- Business Card Exchange 103

Circulation Statistics:

- Circulation (Check-outs + Renewals) 53,584
- Visitors 16,230
- New Borrowers 535
- Drive-Thru Transactions 280
- Number of Holds Processed 5,46

Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	January 2023	December 2022	November 2022	October 2022
Unique Users	15,416	13,742	13,842	14,122
Check-Outs	58,652	51,178	51,078	53,826
Holds	25,496	19,536	20,435	21,675
Purchases	620	510	837	397

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
Oct 2022	465	4	60	212	82	14	42	879
Nov 2022	512	5	61	234	69	21	50	952
Dec 2022	573	7	73	250	77	16	21	1017
Jan 2023	789	13	113	317	94	34	3+	1389

Kanopy				
Stats	Visits	Pages	Plays	Minutes
Oct 2022	848	1,623	392	5,005
Nov 2022	775	1,537	340	6,507
Dec 2022	846	1,488	393	5,877
Jan 2023	1,244	1,913	351	6,925
Plays by Device	Tablet	Desktop	Mobile	Television
Oct 2022	51.8%	14.8%	20.9%	12.5%
Nov 2022	54.1%	5%	32.1%	8.8%
Dec 2022	63.9%	8.1%	19.3%	8.7%
Jan 2023	34.2%	7.7%	38.5%	19.7%

Meetings/Training Highlights:

- 1/19/23 Ofilia met with Debbie to review upcoming outreach requests.
- 1/19/23 Ofilia attended the Rotary Meeting.
- 1/20/23 Ofilia attended the Public Library Administrators of North Texas Meeting in Lewisville.
- 1/23/23 Weekly Admin team meeting.
- 1/27 - 1/30/23 Ofilia and Lisa attended the LibLearnX Conference.
- 2/2/23 Ofilia virtually attended the CTLS Texas Challenges Discussion.
- 2/8/23 Ofilia and Veronica attended the Library Garden Committee meeting.
- 2/9/23 Ofilia, Lisa and Debbie attended a Summer Kick-Off event planning meeting.
- 2/9/23 Ofilia attended the Wylie Historical Society Planning Meeting.
- 2/10/23 Ofilia attended the monthly Public Library Administrators of North Texas meeting.
- 2/16/23 Lisa attended Book Bans: You Are Not Alone webinar.
- 2/20/23 Ofilia met with Wylie Rec staff to review sponsorship guidelines for the Summer Kickoff Event.
- 2/21/23 Ofilia and Lisa attended the Friends of the Library meeting.

Misc. Information:

- 1/19/23 Ofilia and Veronica attended Cox Literacy Night and registered 19 new library cards.
- Ofilia spoke with several people regarding the Friends Board positions that are open.
- 1/26/23 Ofilia and Carmen provided library card sign-up at Groves Parent Night.
- 1/31 - 2/2/23 Library closed due to Winter Storm Mara.
- 2/3/23 Ofilia and Nina installed the Burl Washington Art Exhibit.

Upcoming Library Programs - March 2023

Adults

Burl Washington Art on Tour

February 1st - March 4th

View the American West through the lens of people of color who helped shape its legend.

Original works by Texas' own Burl Washington, best known as the Buffalo Soldier Artist, will be on display at the library.

D&D Minicon

Wednesday, March 8th from 2:00 to 8:00 PM

Featuring events for all ages. Join us for a day of Dungeons and Dragons featuring games, presentations, and events for all ages.

Medicare 101

Tuesday, March 28 @ 10:30AM

Turning 65 or New to Medicare? We would like to invite you to an informative Medicare 101 meeting with Allen Warchol. The meeting lasts 45 minutes and he opens it up to questions afterward to last about an hour in total.

3D Printer Demo

Wednesday, March 29th @ 6:30PM

Come learn about the library's 3D printers, including our new dual extruder printer! Get a chance to see it in action, ask questions, and learn how to request your own 3D prints.

Kids

Idea Lab

3rd & 4th graders (8-10 years old) and meets on the designated date from 3:30-4:30pm in the Multi-Purpose Room.

March 2 - Light Up Cards

Extreme Sports Scavenger Hunt-Friday, March 3 thru Monday, March 13

Find the images hidden in the Children's area for a prize. One prize per child per day. This is a self-directed activity.

Spring Story Hike-Friday, March 3 thru Monday, March 13

Two stories, one path. Enjoy *The Very Impatient Caterpillar* by Ross Burach going one way and *The Dot* by Peter H. Reynolds heading the other way.

In-N-Out Reading Challenge-Saturday, March 4 thru Saturday, April 29

Kids ages 4 - 12 can read 5 books to earn a free burger at In-N-Out.

D&D Minicon

Wednesday, March 8th from 2:00 to 8:00 PM

Featuring events for all ages. Join us for a day of Dungeons and Dragons featuring games, presentations, and events for all ages.

Go Green BMX Riders-Thursday, March 9 @ 3 pm in the complex parking lot- families/all ages

Come enjoy gravity defying bike tricks!

Kids Winter Reading Challenge-ends Saturday, March 11

For K-6th grade. Pick up a reading log. Mark an "X" on each spot for every book you read. Get a prize for every five books read!

BeTween Book Club

For 4th-6th graders (9-12 years old) and meets on the designated date from 6-7pm in the Storytime Room.

March 14 *We Dream of Space* by Erin Entrada Kelly

My Very Own Book Club

For 1st & 2nd Graders meets on the designated date from 3:30-4:30pm in the Multi-Purpose Room.

March 16 & 21 *The Very Impatient Caterpillar* by Ross Burach

L.A.M.B.-ends Saturday, April 1

Look at my Book invites children in K - 6th grade to write and illustrate one original book to be featured in the library's collection. Books will be on display and available for in house check out through April 29.

Teens**D&D Minicon**

Wednesday, March 8th from 2:00 to 8:00 PM

Featuring events for all ages. Join us for a day of Dungeons and Dragons featuring games, presentations, and events for all ages.

Teen Book Club

7th-12th graders meet monthly at 6pm in the storytime room to chat about the book we read, discuss what else we've been reading, and snack! The first 30 teens to sign up get a free copy of the book!

March 9 - *Solo Leveling* by Chugo

Japanimation

Our anime and manga club for 7th-12th graders! Join us every month in the storytime room at 6pm to watch anime, chat about manga, do some crafts, and share artwork with each other.

March 16

Roll for the Initiative: SPL's Teen Dungeons & Dragons Group

7th-12th graders only. Registration required. Space may be limited for specific meetings.

March 2 - Campaign 3 (Part 1)

February 2023 Items for Future Agenda:

- Policies up for review
 - Collection Development Policy (April/May)
 - Confidentiality of Library Records (March)
 - Small Business Center
- Friends of the Library Bookmark Contest Winners
- Library Advisory Board Bylaws
- Kickoff for Budget Year 2024
- Next meeting Monday, March 27