

Wylie Library Advisory Board Regular Meeting

January 24, 2022 – 7:00 PM

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



CALL TO ORDER

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 November 8th meeting

CONSENT AGENDA

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[A.](#) Review and approve the revised Computer Use Policy.

WORK SESSION

WS1. Update on staffing including the Assistant Director position

[WS2.](#) Review the most recent library usage statistics

[WS3.](#) Present the winning entries for the first Friends of the Library Bookmark Contest

[WS4.](#) Review upcoming library programs

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on January 21, 2022 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.



Library Advisory Board

Minutes

In-person Meeting
November 8, 2021 – 7:00 p.m.
Library Conference Room

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate III, called the meeting to order at 7:00pm. The following Library Board members were present: Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Rosalynn Davis & Ofilia Barrera, Board Liaison. Absent: Irene Chavira,

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.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the October 11, 2021 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, October 11, 2021.
 - ◆ Roz made a motion to approve the minutes
 - Carla 2nd, all in favor

WORK SESSION – DISCUSSION ITEMS

1. Meet David Elderbroom, Friends of the Library President.

- Ofilia introduced David Elderbroom to the library board. David gave a brief history of his time with the Friends.
 - ◆ He started volunteering in August of 2013 at the library, then in 2014 he started volunteering with the Friends and took over as President in September of that year.
- David gave some examples of things the Friends have done in the library.
 - ◆ Provided updates to early learning center in 2015
 - ◆ Sponsored Perot Museum programs and bought 3D printer in 2016
 - ◆ Purchased Steam Kits in 2017, and the pedal car for the Downtown Pedal Car Race
 - ◆ 2018 they purchased A-Z database software and tablets were purchased for the kids area
 - ◆ In 2019 purchased 7 new computers and a storage cabinet
 - ◆ Last year they purchased furniture for the teen room

- ◆ This year 2021, the Friends sponsored the Night of Spooks event and the 50th Anniversary Party
 - Adding up all those purchases and not counting any small events the Friends have spent \$42,000 for the library.
- David informed the board of all the fund raising events that the Friends are involved in, such as the North Texas Giving Day and the Kroger Community Program.
- The big event for this year was the book sale where over \$4,400 was raised. In past years the most that was ever made was around \$1,500.
 - ◆ He also stated that the Friends work with Texas Book Consignments who review all the books that are donated and then sell certain books online and split the profits with the Friends. This month they sent a check for the 1st quarter which was over \$1,600.
- The Friends of the Library is a very small organization; with only 4 board members and have not had any new people come to the board, and is trying to find a way to get more people involved to have fresh ideas for the library.
- Roz asked David what he contributed to the increase of \$1,500 to \$4,000 for the book sale.
 - ◆ David said he's not sure, it could be that the year before there was no book sale. Another thing was that the Friends recently partnered with Square which allowed patrons to use credit cards when buying items from the Friends.
 - During the book sale more items were purchased using a credit card then cash.
- Carla asked what kind of recruiting has been done to try and get new members.
 - ◆ Nothing has been done this year, but they are hoping to have a recruiting event in the spring.
- Asked what the time commitment is for being on the Friends board. David responded that there is a monthly meeting and then any events that are being held at the library.
- Kristen asked if there was a way to access the top 100 users of the library and send them an email saying they are the top 100 users of the library congrats! We'd like to extend an invitation to join the Friends of the Library. Many were in agreement.
- Roz asked if the overall purpose of the Friends is to fill the gaps that the library has. David wasn't sure if gaps was the correct wording, he sees it more as providing enhancements to what is already there.
 - ◆ Roz clarified that by "gaps" she meant, as things the library needs but didn't have in the budget.
- Juan asked if other local city libraries have Friends groups as well. David said they do and he reached out to one before but that they were just as small as ours.
- David said that the library is so much more than just books, they offer programs to all people or just be that quiet place to study. The library also has so many 24 hour streaming services that people can access at home.
 - ◆ Juan stated that the library is about bringing the community together.
- Ofilia stated that with the newsletter it has turned into an opt-out option compared to an opt-in option.
- David stated that anyone can sign up to be a Friend of the Library on the library's website and pay directly with a card.

2. Discuss a change in meeting venue and a possible change to meeting dates due to Council order.

- Ofilia informed the board that the Council has requested that every board meeting now be held in the council chambers in order for them to be streamed live.
 - ◆ There is a scheduling issue since the library board and the parks board meet on the same date and time each month.
 - Option for the board is to stay with our usual meeting date or switch to the fourth Monday of the month.

- ◆ Kristen asked if this was in light of a recent event. Ofilia said that it was because of a zoning meeting that needed to be recorded, which caused Council to come to the conclusion that all meetings should be recorded.
 - The new meeting location will start in January.
 - Kristen made a motion to agree to change the meeting dates from the second Monday to the fourth Monday of the month. Kristina seconded the motion. All in favor except for Roz who abstained from the vote.
 - Kristin inquired what would happen during November & December for holidays. Ofilia said she would check with the City Secretary about that issue.

3. Overview of recent events: Night of Spooks & 50th Anniversary Party

- Ofilia informed the board that the Night of Spooks event went very well. The Shop of Curiosities Show was pretty much sold out and people gave more than the suggested amount.
 - ◆ Ofilia estimated that there were about 250-300 people who attended the event.
- The 50th Anniversary party also went very well. Everyone enjoyed Elvis, and the contests.
 - ◆ The estimated number of people was about the same, 250-300 people.
 - ◆ Ofilia should be getting the pictures from the photographer by Friday.
 - ◆ Roz asked if there was a use for the leftover pins & programs. Ofilia stated that the items will be put to good use.

4. Update on Assistant Director position

- Ofilia updated the board on the assistant director position, stating 6 phone interviews were done this week.
 - ◆ The candidates will be interviewed in a 3 step process starting with the phone interview, then a zoom interview followed by the in person interview.
 - ◆ Of the 6 candidates interviewed 4 will be moving onto the zoom interview. The zoom interviews will be scheduled for next week. In person interviews will most likely take place around the middle of December.
- The part time position for circulation is still vacant. Not that many people have applied for the position.
 - ◆ Juan asked if it was working well at the circulation desk. Ofilia stated they are still doing well.

5. Review recent library usage statistics

- Ofilia presented computer statistics to the library board.
- Every month the library is doing better than last year, but still has not quite caught up with 2019s numbers.
 - ◆ The numbers for Kanopy have gone way up, with more people staying and watching more content.
 - ◆ Hoopla's numbers are gradually increasing as more people are learning about it.

6. Review upcoming library programs and holiday closures.

- Ofilia discussed the upcoming programs with the board.
 - ◆ Juan asked about the Self Care program and if it was started due to the upcoming holiday stress. Ofilia stated that it was initiated because of Covid.
- Carla asked Toshia what her topic of conversation was at the Rotary Club meeting. Toshia responded that she talked about being an author and diversity & inclusion. Ofilia will scan the article from the newspaper about Toshia and email to the board.

ADJOURNMENT

Toshia made a motion to adjourn the meeting. Roz 2nd motion; all approved
Meeting adjourned at 7:53pm.

Juan Azcarate III, Board

Rita and Truett Smith Public Library
Public Computer and Wireless Use Policy

Approved by the Library Board
January 24, 2022

Introduction

Access to information resources and equipment are offered by the Rita and Truett Smith Public Library (Smith Library). Resources in electronic format are part of the Library's reference service and are in accordance with the Library's Mission Statement.

Services Available

Typical services may include access to:

- Internet access
- Software including but not limited to word processing and spreadsheets applications.
- Children's educational software

Services may be added or removed as decided by library staff.

Since the Internet makes accessible a rapidly changing array of resources, it is not possible for the library to control or monitor content on a regular basis. The library utilizes software that blocks sources on the Internet that are obviously inconsistent with the library's mission. This does not fully guarantee that individual users are protected from accessing content they personally may deem undesirable or disturbing. Please be advised that filtering software is not foolproof; it diminishes the likelihood of seeing offensive material on the Internet but does not totally eliminate the possibility.

Registration & Time Limits

- All users, adults and minors, that wish to use computer workstations must be registered cardholders with the library and must sign in to the computers located in their respective areas of the library.
- Adults may request guest passes at the Help Desk located in the Adult Services Department.
- Only the individual cardholder may use his/her card for internet access.
- Minors may only access the computer workstations if their parent or legal guardian has given permission via signature on the minor's library card application. Minors are defined as anyone aged 17 and under.

- All computers are available on a first-come, first-serve basis.
- Time limits will be imposed on all computers and may vary depending on availability. Users shall abide by a reservation management system and procedures implemented by the library. All computers will be unavailable 10 minutes before the library closes.
- Staff Assistance: The library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. Staff members are not available for extensive training except during scheduled training sessions. Staff members are not permitted to enter any personal patron information such as log-ins or passwords.

Use by Children & Teens

- Children seventeen and under are required to have the written permission of a parent or legal guardian to access the Internet.
- Library staff is not responsible for assuring the appropriateness of information accessed by children or teens.
- The responsibility for what minors read or view on the Internet rests with parents or guardians.
- The parent or legal guardian must complete an application provided by the library, and sign in order to obtain Internet authorization for their child.

Guest Passes

Non-card-holding visitors to the Smith Public Library may request one guest pass per day. Guest passes are good for two hours per day only. Guest passes are issued only to adults 18 and older. To obtain a guest pass, a photo I.D with proof of age must be presented. Guest passes are intended for infrequent users and patrons will be asked to obtain a library card if they request a pass repeatedly.

Wireless Access

- Wireless access is available for library patrons to use with their mobile devices.
- The library uses filtering software on its wireless access.
- By choosing to use this service, a patron agrees to abide by the Smith Public Library's Public Access Computer and Wireless Use Policy.

- The library is not responsible for any data breach and/or identity theft or responsible for any damage to a personal device. Wi-Fi access is unsecured. The user accepts responsibility for all the risks associated with unsecured Wi-Fi.

Electronic Devices for In-House Use

- Electronic devices are available for use in the library and require a library card or photo I.D.
- Devices may only be checked-out in their respective departments by the ages designated by the library staff (Children, Teen, and Adult). Devices are not checked-out for home use.
- The library is not responsible for any data breach and/or identity theft.
- The cardholder is responsible for any damage to or theft of any electronic device.

User Responsibilities

All computer users shall:

- Comply with the library's rules of conduct.
- Abide by local, state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages.
- Leave the workstation immediately at the end of their allotted time.
- Refrain from downloading and/or installing any software applications or make any changes to the configuration of any hardware or software on the Library's workstations.
- Assume full responsibility for online financial transactions and the payment of fees for access to any fee-based services.
- Assume full responsibility for filing electronic forms.
- Report equipment problems promptly to library staff.

Violation of Smith Library Computer Use Policy:

Violation of any part of the Smith Library Computer Use Policy or failure to use the computer workstations appropriately or responsibly may result in the revocation of all computer privileges as determined by the Library Director or designee. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

1) First offense – Verbal Warning with Computer Use Policy

- 2) Second offense - Denial of Internet privileges for a set amount of time as determined by library staff with Computer Use Policy
- 3) Third offense - Denial of Internet privileges indefinitely with Computer Use Policy.

The Library is a public environment frequented by people of all ages. Computer workstations are in full view of library staff and other library users. Patrons are expected to behave in a manner that is appropriate in a shared community facility.

Disclaimer:

In consideration for the privilege of using the library and for having access to the information contained in it, library patrons hereby release and hold harmless the City of Wylie, its officers, agents, servants, or employees, the Smith Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of the Library, whether or not caused, in whole or in part, by the alleged negligence of the City of Wylie, its officers, agents, servants, employees, volunteers, representatives or advisors.

Circ Stats	March			April			May			June		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Check-In	38,220	25,705	31,164	36,725	1,155	29,394	36,376	26,389	30,287	49,893	32,279	43,471
Check-Out	37,359	19,218	29,751	32,543	783	25,840	39,723	18,026	30,449	54,025	30,222	46,934
Holds Processed	4,932	2,445	5,458	4,259	311	5,345	4,959	7,330	5,443	5,740	8,271	6,077
Borrowers Added	429	194	279	342	9	277	522	67	295	796	166	685
Circ Stats	July			August			September			October		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Check-In	57,069	35,015	45,173	44,580	32,803	38,375	36,591	29,079	31,161	37,541	31,965	32,047
Check-Out	52,008	29,746	39,911	36,979	27,606	31,613	33,797	25,816	27,097	34,405	29,214	29,203
Holds Processed	5,298	7,940	5,073	5,143	7,637	5,023	4,611	6,482	5,139	4,645	5,648	4,382
Borrowers Added	690	201	479	447	268	334	395	228	316	341	392	423
Circ Stats	November			December								
	2019	2020	2021	2019	2020	2021						
Check-In	32,089	28,870	29,297	31,629	29,924	27,887						
Check-Out	29,607	24,909	25,403	27,189	25,938	25,533						
Holds Processed	3,867	5,377	3,922	3,662	5,180	3,888						
Borrowers Added	324	165	322	259	169	273						

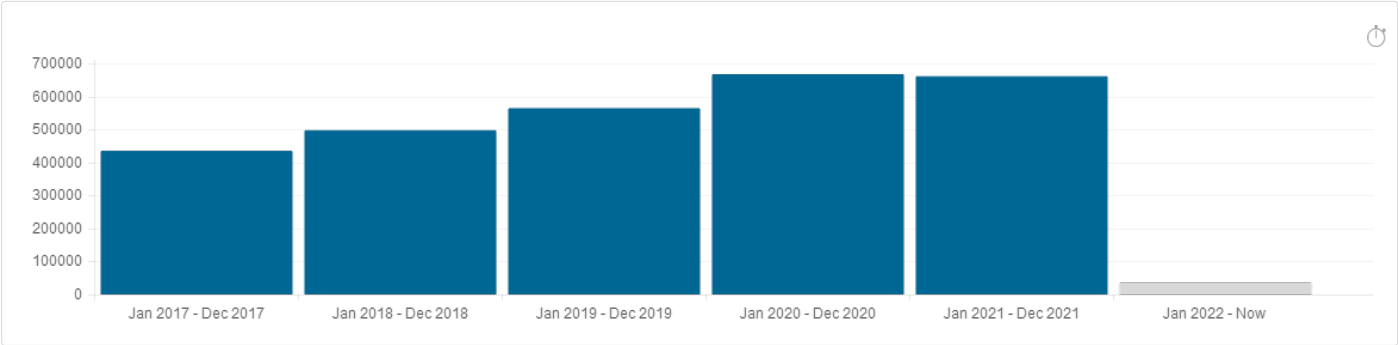
Kanopy								
Stats	Visits	Pages	Plays	Minutes				
August 2021	502	659	133	2,675				
September 2021	564	843	289	4,779				
October 2021	583	813	229	5,892				
November 2021	881	1,154	218	3,889				
December 2021	542	735	167	4,131				
Plays by Device	Tablet	Desktop	Mobile	Television				
August 2021	8.30%	55.60%	21.80%	14.30%				
September 2021	5.90%	48.80%	31.10%	14.20%				
October 2021	2.20%	64.20%	11.80%	21.80%				
November 2021	15.60%	28.90%	21.60%	33.90%				
December 2021	0.60%	46.70%	14.40%	38.30%				
Hoopla Circulation Counts by Month:								
	Audiobooks	Bingepasses	Comics	Ebooks	Movies	Music	Television	Total
November 2021	95	0	19	72	55	5	8	254
December 2021	102	2	24	83	48	5	23	287

Trends

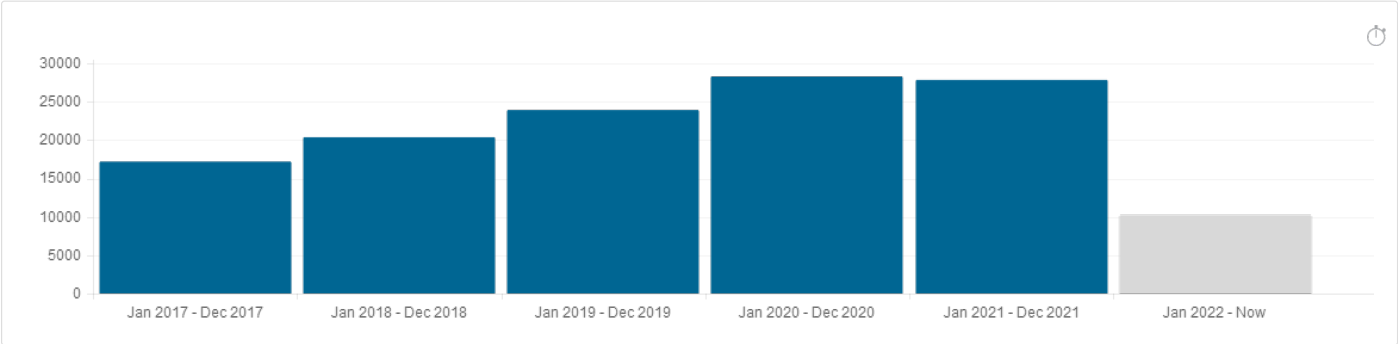
Year over year / User activity

Year over year

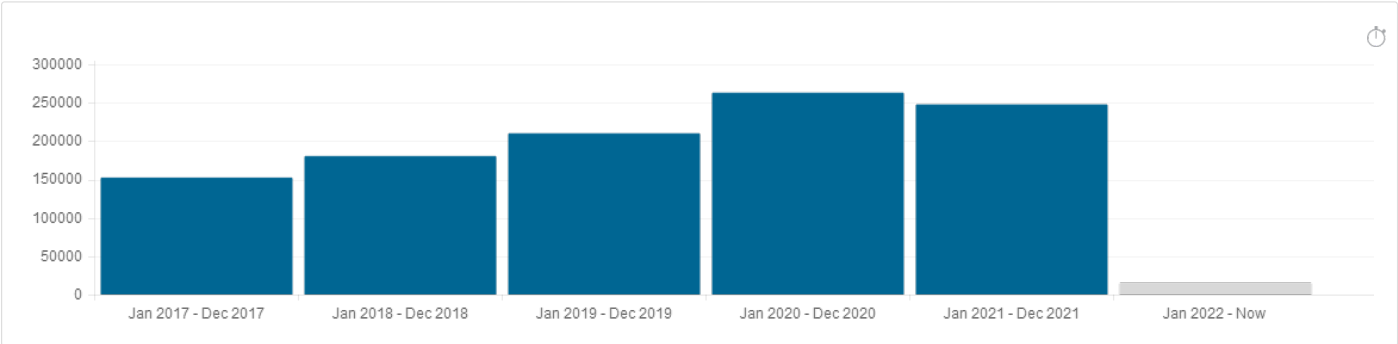
Checkouts: Year over year



Unique users: Year over year

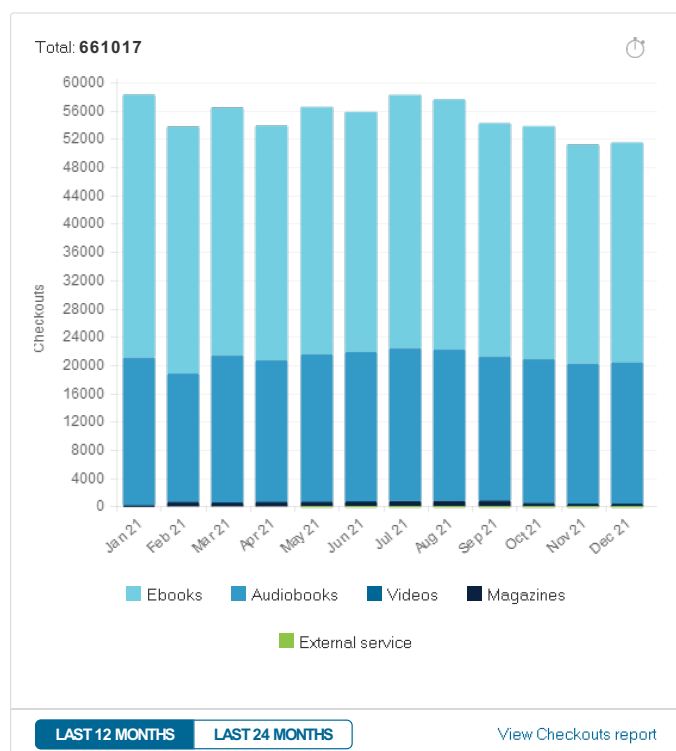


Holds: Year over year

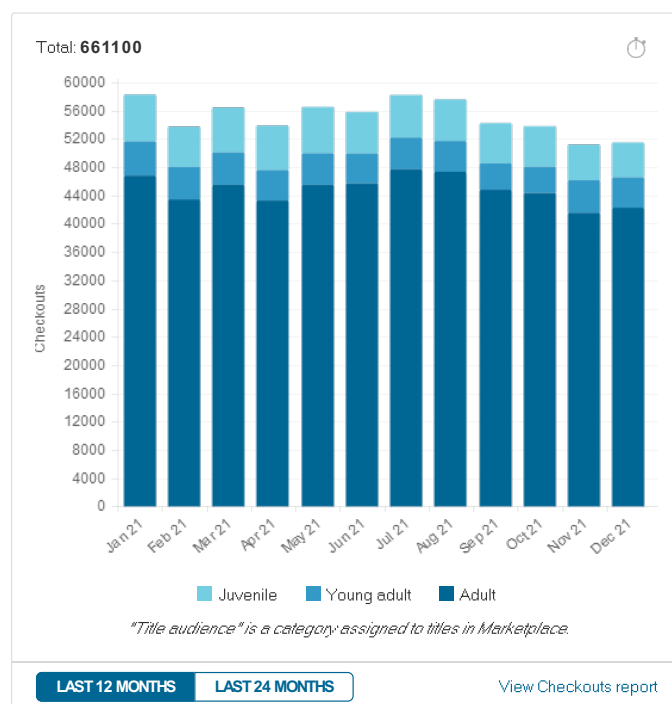


User activity

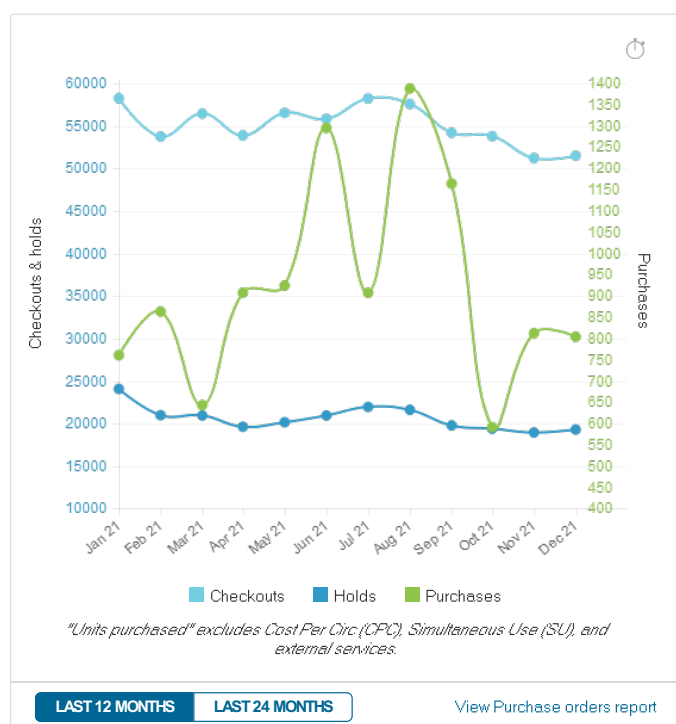
Checkouts by format



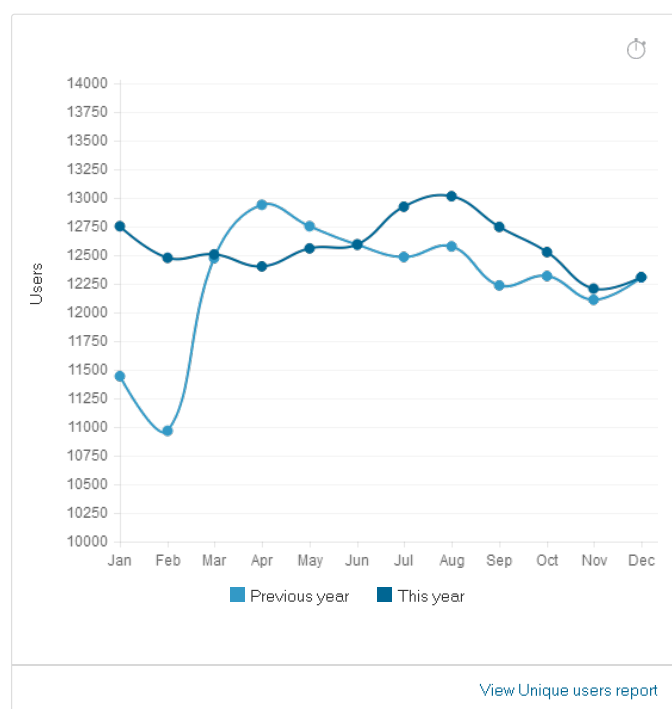
Checkouts by title audience



Activity and purchases (USD)



Unique users



Notes:
 Trends data may vary slightly from full report data (found on the Reports page).
 Consortium and Advantage members: Trends activity includes Advantage-owned titles for all Advantage accounts in your Consortium.



Pre-K Winner



Kids Winner



Tween
Winner



Teen Winner



Adult Winner



Director's
Choice

01/24/2022 Item WS3.

Upcoming Library Programs - February 2022

Adults

Winter Holiday Cookie Decorating

Tuesday, February 1 @ 6PM

Learn how to decorate cut-out sugar cookies like a pro from Confection Perfection by Melissa.

Polymer Clay Make, Take, and Bake

Tuesday, February 8 @ 6PM

Learn how to create jewelry from Polymer clay and have the opportunity to create your own to take and bake at home. Meets in person.

African American Quilts Thursday

February 17 @ 6:30PM

Quilting Sisters of Color will present how African American culture past and present is represented in the art of quilting. Quilts will be on display and the ladies will answer your questions. Best suited for 4th grade and up. [Quilting Sisters of Color](#) is a group of women who share a long history, a passion for the art of quilting, and deep respect and appreciation of each other.

Medicare 101

Tuesday, February 22 @ 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. To RSVP pls call 214-277-9497

Comiclub

Saturday, February 26 @ 2:30PM

Comiclub is going in-person! Adults can join us at the library for discussions of comics and graphic novels. This month's book is Scott Pilgrim by Bryan Lee O'Malley. Check out a copy with no wait on Hoopla.

Teens

Teen Book Club

February 10th: *Redbone* by Christian Staebler

Japanimation

February 17th

Watch anime, chat about manga, and share artwork with each other. We've also always got Japanese snacks from Mitsuwa Marketplace in Plano!

Kids

My Very Own Book Club for 1st & 2nd graders

Mother Bruce by Ryan T. Higgins

February 15 & 17

BeTween Book & Movie Club

The War That Saved My Life by Kimberly Brubaker Bradley

February 8

Idea Lab

DIY Lava Lamp

February 3

Family Fun Friday

Dance Party

February 25