

# Wylie Library Advisory Board Regular Meeting

October 11, 2021 – 7:00 PM

Smith Public Library - 300 Country Club, Bldg 300, Wylie, TX 75098



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## 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.](#) Review and approve meeting minutes from the September 13, 2021 meeting.

### WORK SESSION

WS1. Review sorter request and update on staffing.

[WS2.](#) Review statistics for September 2021 and FY 21.

[WS3.](#) Review details/schedule of Night of Spooks and Library 50th Anniversary Programs. Brainstorm library memory activities.

[WS4.](#) Review upcoming programs.

### ADJOURNMENT

### CERTIFICATION

I certify that this Notice of Meeting was posted on October 8, 2021 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.

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*Stephanie Storm, City Secretary*

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*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

September 13, 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, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison.

#### 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 August 9, 2021 Library Board Meeting.

##### **Board Action:**

- The Library Board Minutes of Monday, August 9, 2021.
  - ◆ Kristin made a motion to approve the minutes
    - Toshia 2nd, all in favor

#### WORK SESSION – DISCUSSION ITEMS

#### 1. Staff Spotlight: Cheryl Glidewell, Circulation Supervisor

- Ofilia stated that Cheryl is the longest serving employee at the library, she has been here for 17 years.
- Cheryl started in 2004 in the old building as a part time shelver, and moved her way into the front desk.
  - ◆ Circulation is about customer service, greeting patrons, helping them check out and helping them find something they are looking for or getting them to the reference assistance at the appropriate desk.
  - ◆ Behind the scenes they check for damages, lock DVDs and get everything ready as quickly as possible in order to get it quickly back on the shelves for patrons.

- ◆ Cheryl and circulation are in charge of the Drive Thru window. She stated that it was a whole different workflow from the front desk but the circulation staff has gotten used to it now.
  - ◆ Circulation is also in charge of book repairs, lost books and overdue notices. Cheryl also monitors any online questions that has to do with registration and monitors the online library card process.
  - ◆ The ability to get an online digital card is monitored through Circulation as well; this gives patrons the ability to use all the digital content the library offers. The card is good for 6 months then a patron would have to come into the library to get a physical card.
  - ◆ Ofilia stated that circulation also has a schedule where each month they check a section to make sure everything is where it needs to be as well as dust it.
    - Volunteer (Friends of Library president) comes in and cleans the DVD's.
  - ◆ 3 times a day circulation pulls holds, where they pull something off the shelf that someone requests, and alerts the patron it is ready. On Fridays and Saturdays they do it twice a day.
  - ◆ There are 11 people in the circulation department to handle the many things that circulation does.
    - Only 2 other full time employees and the rest are part time.
      - Juan asked if the part time staff work a certain number of hours or does it fluctuate.
        - ◆ Cheryl stated that most of them work 24 hours 5 days a week. One is 16 hours and 2 are 18 hours.
- Cheryl ended by giving a telling a little bit about herself
- ◆ She lives in St. Paul, with her husband, has 2 grown sons and 3 grandchildren. She also likes to work in the yard and her garden.
- Ofilia asked if for the next Staff spotlight she could invite the Friends of the Library president, to give the board some information about all the events that are coming up.
- ◆ Everyone agreed to extend the invitation.

## 2. Review status of FY 22 budget and Assistant Director position request

- Ofilia informed the board that everything passed at the City Council meeting.
- ◆ Ofilia will meet with the HR director tomorrow morning, so they can go over the job description and get it posted hopefully in the next couple days.
- The YMCA discussed taking over the Rec a few Council meetings ago, they are supposed to come back to answer a few more questions, but Ofilia saw the agenda and noticed they are not on it for the next meeting.
- ◆ The Rec Center was always treated as a service not as a for profit entity. They asked to raise rates a year or two ago and council said no, they wanted the Rec to stay as a service and more affordable.
    - Juan asked if there are people who believe that it could be managed better with a third party? Ofilia answered that people believe that they are going to save money on their property taxes. Which is not true since the Rec center is not funded by property taxes but by sales taxes.
      - The reason that it may concern the library is because if there are talks of privatizing the Rec Center then the library could be next.
      - Roz asked if it was true that the Mayor is the one driving this change, yes he is the one pushing for the change.
      - Kristina asked if there are companies that can privatize a library? Yes, they come in and fire all the staff to rehire at a lower rate, then make changes by cutting programs and running everything with a for profit state of mind.

- ◆ Usually when talks of privatization come in the library will get brought up since it does not make a profit but it is not meant to make a profit. The Library is funded through property taxes, but the library is also the smallest department in the city.
- ◆ Carla stated that if the Library were privatized there would then be no need for an Advisory Library Board.
- ◆ Ofilia will keep the board informed on what will transpire.
- ◆ On the agenda for tomorrow's meeting is options for the remaining fund balance that the city has. The city manager has picked 6 or 7 items that he recommends that get funded and one of those items is the sorter.
  - Juan asked about the maintenance fees and if those would be included in the request? Those fees come out of ITs budget, which is how it currently is.
  - The amount that is being requested for the sorter is \$120,000, and that includes the sorter and the intake box that is outside.

### 3. Review circulation statistics for August 2021

- Ofilia presented the board with the statistics for the month of August.
  - ◆ The numbers for circulation have still not come back to 2019 standards but are much better than last year's numbers.
- Overdrive, Kanopy and Hoopla stats were also presented.
  - ◆ Patrons are given 10 credits a month on Hoopla and 5 credits a month on Kanopy.

### 4. In-Service training provided by the Texas State Library and Archives Commission

- The library was closed Saturday through Tuesday of Labor Day weekend, for maintenance to reseal all the wood floors and other building maintenance
  - ◆ Library staff is allowed back in the building on Tuesday, they just ask that there is not a lot of heavy traffic while the floors are still drying.
    - On Tuesday, the staff did its annual In-Service day complete with team building exercises. This year the Texas State Library and Archives Commission had two inclusion consultants zoom in to do a training on inclusion that really got the staff involved and talking.
      - Juan asked if it was all day Tuesday? Ofilia responded that it was Tuesday morning then after lunch was a team building activity, followed by department meetings with everyone able to be present.

### 5. Review upcoming programs

- Finance for Women is coming up and there is still space available.
- Disaster Preparedness is on Thursday.
- Medicare 101 is Tuesday Sept 21st.
- Ghost Hunter Academy is Tuesday October 12th at 6pm.
- Business Card Exchange is every Wednesday.
- Also included in the packet was all the programs for Kids & Teens.
  - ◆ Dungeons and Dragons has become popular again.

### 6. Other Business

- Friends of the Library Night of Spooks is also coming up on October 26th.
- The Library's 50th anniversary party will be on November 6th.
- Juan asked if the only vacancy that the library currently has is the Assistant Director position?
  - ◆ Ofilia stated that that is the only new position available, however there were a few employees that turned in their notices this past week, one being a full time position.
    - There are many current employees interested in the full time position.

- Carla asked if HR is the one that finds the candidates and interviews or if Ofilia will be doing the interviews?
  - Ofilia stated she will be conducting the interviews.
- ◆ A part time position has also opened up and that should be posted by the end of the week.
  - Carla clarified if HR just approved the posting then Ofilia and staff take over from there.
    - Ofilia confirmed that and stated that most of the job postings are already done, they just get looked over to make sure they are up to date. However the Assistant Director position was a brand new position so Ofilia created the job description and then worked with HR to fine tune it.
  - Juan asked if once the candidates are interviewed if Ofilia then lets HR know who is chosen?
    - Yes, depending on the position, for the part time position it is a short interview with a phone screening, but for the big positions there is a more in depth phone interview then they decide who will be interviewed in person with a panel interview. For the Assistant Director position there will probably be two rounds of panel interviews.

### **ADJOURNMENT**

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Carla made a motion to adjourn the meeting. Roz 2nd motion; all approved  
Meeting adjourned at 7:37pm.

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**Juan Azcarate III, Board**

## Library Statistics for Board Meeting October 2021

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					
	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			
Check-Out	52,008	29,746	39,911	36,979	27,606	31,613	33,797	25,816	27,097			
Holds Processed	5,298	7,940	5,073	5,143	7,637	5,023	4,611	6,482	5,139			
Borrowers Added	690	201	479	447	268	334	395	228	316			

	Check In			Check Out			Holds			Borrowers Added		
Fiscal Years	2021	2020	% Change	2021	2020	% Change	2021	2020	% Change	2021	2020	% Change
	394,612	347,467	13.57	359,813	306,867	17.25	64,225	60,870	5.51	3,764	2,810	33.95

Kanopy				
Stats	Visits	Pages	Plays	Minutes
August 2021	502	659	133	2,675
September 2021	564	843	289	4,779

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%







# NIGHT OF SPOOKS

SHOP OF CURIOSITIES SHOW  
FUNDRAISER + TRICK OR TREAT +  
CRAFTS + SCAVENGER HUNT



## TUESDAY, OCTOBER 26TH

## 5:00-7:00PM

VISIT [WYLIETEXAS.GOV/LIBRARY](https://www.wylietexas.gov/library)  
FOR MORE INFO





*You're Invited!*

# FALL BACK TO THE 1950S

## SMITH PUBLIC LIBRARY'S 50TH ANNIVERSARY PARTY

**Saturday, November 6th 1:00-4:00pm**

**1:00pm Credit Union of Texas Food Truck, Kona Ice & Ferris Wheel Coffee,  
Classic Cars, DJ (All outside), Crafts for the Kids, and Elvis!**  
(Inside the Library Lobby)

**1:30pm Red Door Dance: learn 1950s dance moves!**  
(Inside the Multi-Purpose Room)

**2:00pm Elvis Performance / Happy Anniversary Cookies**  
(Inside the Library Lobby)

**2:30pm Costume, Twist, Hula Hoop and Limbo Contests**  
(Outside in the breezeway)

**3:30pm Elvis Performance / Present Favorite Classic Car  
Award! (Inside the Library Lobby)**

Sponsored by the  
Friends of the Library

Smith Public Library 300 Country Club Bldg 300 Wylie, TX 75098 972-516-6250 [wylietexas.gov/library](http://wylietexas.gov/library)



## Upcoming Library Programs - October 2021

### Adults:

#### **Ghost Hunter Academy**

Tuesday, October 12th @ 6PM

Looking for a spooky good time at the Smith Public Library? Want to learn more about ghosts and the paranormal? Join us for a presentation on ghost hunting by Brenda Newby, a Paranormal Investigator with [Terrell Ghosts](#). Come hear ghost hunting stories and learn about the equipment used when investigating ghosts and paranormal activity.

Meets in the Multipurpose Room

[Register on Eventbrite](#)

#### **Third Monday Book Bunch**

3rd Monday of the month on Zoom

**October 18**

Planning Meeting

Share your book suggestions for the next of Book Club selections.

#### **Medicare 101**

Wednesday, October 20 @ 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.

Meets in the Conference Room

#### **Comiclub**

Saturday, October 23 @ 2:30PM

Join us on zoom for discussions about comics and graphic novels. All titles will be available digitally through Hoopla with no wait! Octobers book is Batman: Long Halloween by Jeph Loeb and Tim Sale. [Check it out on hoopla now!](#)

Meets on Zoom

[Register on Eventbrite](#)

## Self Care During Stressful Times

Tuesday, November 9 @ 6:30PM

Learn from Certified Counselor Maggie Roney how to take better care of ourselves when our stress levels feel overwhelming. Register to attend in person starting October 19 or watch on Facebook Live.

Meets in the Multipurpose Room

[Registration opens on October 19](#)

Teens:

### Teen Book Club

October 14th: *Challenger Deep* by Neal Shusterman

### Japanimation

Our anime and manga club for 7th-12th graders! Join us every third Thursday in the storytime room at 6pm to watch anime, chat about manga, and share artwork with each other. We've also always got Japanese snacks from Mitsuwa Marketplace in Plano!

No registration required.

Kids:

### My Very Own Book Club

October's book selection for My Very Own Book Club is *Martina the Beautiful Cockroach* by Carmen Agra Deedy. My Very Own Book Club is for 1st & 2nd graders and meets on the designated date from 3:30-4:30pm in the Multi-Purpose Room.

### BeTween Book Club

November's book is *Little Women* by Louisa May Alcott. BeTween Book Club is for 4th-6th graders and meets on the designated date from 6-7pm in the Storytime Room.

### Idea Lab

Idea Lab is a STEAM activity program for 1st-4th graders and meets on the designated date from 3:30-4:30pm in the Multi-Purpose Room. November's activity is Lego Challenge. All materials are provided.

**November's in-person Idea Lab is full. Join us virtually on Facebook November 4 from 3:30-4:30 pm. All you need are Legos.**

## **Family Fun Friday**

Family Fun Friday is for families. Join us for puzzles, games, Legos, movies and much more.

October's Family Fun Friday meets Friday, October 22 from 3:30-4:30pm in the Multi-Purpose Room.

No registration is required