

Wylie Library Advisory Board Regular Meeting

June 26, 2023 – 7:00 PM

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



CALL TO ORDER

Nominate and vote on a Vice Chair for the Board

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.

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 April 24 meeting

REGULAR AGENDA

1. Review and approve the Collection Development Policy
2. Review and approve the Small Business Center Use Policy

WORK SESSION

WS1. Review monthly report

WS2. Review fine summary by fiscal year

WS3. Review items for a future agenda

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on June 23, 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.



Library Advisory Board Minutes

06/26/2023 Item A.

In-person Meeting
April 24, 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 6:59 p.m. The following Library Board members were present: Roz Davis, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. Kristin Botsford and Kristina Jones were 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.

CONSENT AGENDA

A. Consider and act upon approval of the Minutes of the March 27, 2023 Library Board Meeting.

Board Action:

The Library Board Minutes of March 27, 2023.

- ◆ Juan asked for feedback after reviewing the minutes, and there were no changes or questions related to the minutes.

- ◆ Juan asked for a motion to approve the minutes without change.

→ Toshia made a motion to approve the minutes.

→ Justin seconded the motion.

All votes were in favor. The motion passed 5-0.

REGULAR AGENDA

1. Review and approve the Library Advisory Board Bylaws.

Ofilia submitted the changes that were made and voted on in the last meeting. However, the City Secretary noticed a discrepancy.

- Article four was re-written to give more clarification as to who appoints new Board members when there is a need for a replacement due to absences or retirements. The City Council holds this responsibility.

→ Roz made a motion to approve the Library Advisory Board Bylaws with the updates and changes mentioned.

→ Toshia seconded the motion.

All votes were in favor. The motion passed 5-0.

→ Ofilia mentioned she will put the bylaws on the agenda for the next City Council Meeting so they are aware of the changes that have been made to update this document.

2. Review and approve the revised Borrower Policy.

Ofilia stated that while working on the Collection Development policy, some of that work spilled over into changes that needed to be made to the Borrower Policy.

- The clause added to the Borrower Policy is in the first section, third paragraph. She stated specifically which parts have always been there and the new statement related to a Parent's and Legal Guardian's responsibility in what is accessed by their children.
- Another change had to do with items that were no longer eligible for renewals such as high-demand and juvenile holiday DVD's.

- Wonderbooks used to be limited and now they are no longer limited. Ofilia defined what a Wonderbook is after Toshia asked. Those are books with audio attached to them. Ofilia said we have expanded the collection and patrons love them.
- There was also a change in how refunds are done for paid and returned lost items. The change is from 6 months to 3 months to be consistent with what other libraries are doing.
 - ◆ Roz suggested we change a section title to read Renewal of Materials.
 - ◆ Justin asked about replacements.

→ Ofilia answered the librarians run lost item reports to identify what is missing. They make decisions on whether they want replacements or to purchase new items, new editions, etc.

◆ Roz asked about late book charges.

→ Ofilia stated the fines collected on late items generate almost \$30,000 in revenues which goes back to the general fund. She stated fines in general go against the philosophy of a library because it penalizes people that need the resources the most. However, we follow the guidance of the City Council.

◆ Justin asked about losing privileges and having to leave the library.

→ Ofilia stated the grievance would have to be significant for this to happen to a patron. She gave the example of someone looking at inappropriate images on one of our public computers.

◆ Justin asked about automatic renewals. He asked if he could request a third renewal.

→ Ofilia said patrons can ask for an additional renewal, but it will depend on whether or not there is another patron waiting on it.

◆ Justin asked about interlibrary loans (ILL).

→ Ofilia stated there is a database of things available. It has to be a library participating in TexShare. The items available depend on the library. Our library has a Reference Assistant, Megan, who researches options and availability.

◆ Roz told of her personal experience with ILL and said it's easy and convenient if you don't mind waiting.

◆ Juan asked for additional comments and then a motion to re-approve the Borrower Policy.

→ Carla moved to re-approve.

→ Roz seconded the motion.

The vote passed 5-0.

WORK SESSION - DISCUSSION ITEMS

1. Review monthly reports and usage statistics.

→ Ofilia said this report covers March 24 - April 19. FY 22 stats are finished and have become part of our Annual Report. We have set circulation records yet again. She promised to bring those figures to the next meeting.

◆ The group asked questions and discussed Stop the Bleed training from the Meeting and Training Highlights list.

→ Ofilia explained the City has an Emergency Operations Center Training and everyone is trained to be part of it. The EOC is located in the Public Safety Building. Juan talked a little about the crisis management team in his workplace. There was some discussion of our setup. Ofilia said the police patrol the parking lot once in a while, and we host Youth Enrichment every summer so we have police cars in the lot during that time. Ofilia stated we encourage them to come to the library often, not just in times of trouble, so staff gets used to seeing them. However, they are obviously very busy as well.

◆ Justin requested some feedback on the weekly meeting Ofilia has with Lisa.

→ Ofilia shared the meeting is a catch-up to keep each other informed and engaged since it can be so busy they don't see much of each other some days. It is also a time to plan.

◆ Justin asked about the staff.

→ Ofilia talked a little bit about treats planned for the staff during National Library Week.

◆ Roz mentioned people seem to be happy working at the library.

◆ Justin asked about the seed library at Collin College.

→ Ofilia explained how it worked. She said they were impressed but amazed at how much it takes to manage. She mentioned the seed swap we do a few times each year. She said her hope is the garden committee will take over something like this. She

said right now we have a group of three really dedicated gardeners and then a few folks who come and go when they can. There was some discussion about the events coming up geared toward the garden.

◆ Juan asked about the Kansas City conference for City Government.

→ Ofilia talked about some of the aspects of this conference that related back to what the library does. She said she was the only librarian there. She spoke at length about some of the sessions and tours including the Truman Presidential Library visit.

◆ Toshia thanked Ofilia for all of her suggestions on the garden space at Davis. It has come together and is now available to the students. Justin talked a little bit about what he has available on his campus as well.

◆ Juan asked for additional comments and there were none.

2. Review information from the Mayor's State of the City Address.

Ofilia brought maps and excerpts from the Mayor's State of the City Address. There was much discussion about road work to be done and future projects. Ofilia thought it would be helpful to see what plans had been made for the City and especially the plans for the areas that will be developed next to the library.

3. Review Summer 2023 Brochure.

- The first day to pick up reading logs is Monday, May 22nd. Patrons can sign up online and print logs from the website. The first day they can collect prizes is June 19. They have until August 5 to turn in logs.
- The annual Summer Kick-Off is Friday, June 2.

Ofilia talked about the events in the summer brochure. The theme is All Together Now (youth services) and Better Together (adult services) at SPL. The group discussed reading clubs, prizes, reading logs, family programs, adult programs, teen programs, tween programs, Story Time, and kid's summer programs on Tuesday mornings and Thursday evenings for working parents. There is a Be Kind challenge and a Community Cookbook as well. Ofilia said the librarians are doing videos for the summer activities. These will go out to the school librarians versus trying to see everyone. The group discussed the Friends early presale at the Book Sale on July 21 (\$10 individual membership) and the Harry Potter party to end the summer fun. Ofilia explained our performers do not allow us to video the summer programs. She encouraged questions or comments and there was some nice feedback about the brochure.

4. Review items for future agenda.

- Policies up for review
 - Collection Development Policy (with the City Attorney)
 - Small Business Center (future date TBD)
- FY 24 Budget
 - Tuesday, July 11 Budget Work Session with City Council
 - Tuesday, July 25 Budget Work Session with City Council
- Friends of the Library Events
 - Local Garden Tour Saturday, May 13
 - Annual Book Sale Saturday, July 22
 - Annual Book Sale Preview Night Friday, July 21
- Next meeting Monday, May 22

◆ Juan asked for questions and there weren't any.

ADJOURNMENT

Justin made the motion to adjourn and Toshia seconded the motion. The vote passed 5-0. The meeting adjourned at 8:00 PM.

Juan Azcarate, Chair

Rita & Truett Smith Public Library
Collection Development Policy
Approved by the Library Advisory Board
Insert Date

Collection Development Policy (CDP)

The Rita & Truett Smith Public Library collects materials in a variety of popular formats for our community. The collection serves the public's general, educational, recreational, and entertainment needs, and reflects the community's racial, ethnic, and cultural diversity. Please note digital collections may contain titles owned by multiple libraries and therefore this policy applies only to titles owned by the Smith Public Library.

Collection Development Priorities

- Acquire current high-demand, high-interest resources for all ages.
- Cultivate inclusive collections that meet a wide range of interests with varied viewpoints and levels of ability.
- Maintain a high quality of materials by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, bestseller lists, etc.
- The library supports the principles of intellectual freedom.
 - This support includes each patron's fundamental right of access to all expressions of knowledge, creativity, and intellectual activity.
 - The library provides as wide a range of materials as possible.
 - Patrons make individual choices regarding which materials they use and borrow.
 - Parents and legal guardians retain the responsibility to oversee their children's selection and use of library materials. The library staff does not serve *in loco parentis*. It is the responsibility of the parent(s)/guardian(s) to restrict their children, and only their own children, from access to library materials.
 - The library neither denies nor abridges access to materials because of a person's age.
- The library upholds the principles of the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), [Statement on Labeling](#), and [Free Access to Libraries for Minors](#) as well as the Texas Library Association's [Intellectual Freedom Statement](#).

Responsibility for Resources Selection

- The Library Director delegates selection to the professional library staff.
- Staff members and the general public are encouraged to recommend resources for consideration.

- All professional library staff that collect resources are expected to adhere to the selection priorities, guidelines, and criteria expressed in this policy; and to apply their expertise in making selection decisions.
- The selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- Professional staff, as selectors, may look for one or more positive reviews from one or more of these sources: *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *The New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, or *VOYA*.
- If reviews are not available from the aforementioned sources, selectors may use their judgment to add resources if they determine it enhances the quality of the collection.

Selection Criteria

When selecting resources for collections, the selectors will consider such criteria as:

1. Accuracy and currency of information
2. Authority and reputation of author, illustrator, publisher, or producer
3. Availability of similar resources within the community and other area libraries
4. Cost and space required relative to the contribution of the resource to the collection
5. Durability
6. Evaluation in reputable review sources
7. Lack of other available resources on the subject
8. Literary quality
9. Objectivity
10. Popular demand
11. Present and potential relevance to community needs
12. Price, format, and ease of use
13. Relation to the existing collection and other material on the subject

Collection Maintenance

- Resources that no longer meet the collection management objectives of the library are identified, withdrawn, and discarded according to accepted professional practices.
- Withdrawn materials are disposed of in accordance with city and library procedures.
- The withdrawal of worn, outdated, and damaged resources will be carried on continuously.
- The Texas State Library and Archives Commission's [CREW: a Weeding Manual for Modern Libraries](#), along with statistical data reports from the integrated library system are the primary sources used to assist selectors in deselection.
- Generally, discarded materials are given to the Friends of the Rita and Truett Smith Public Library. The Friends have permission to sell discarded materials with income to benefit the library. Damaged items are not given to the Friends to sell.

- The library is not a judicial body, therefore, materials will not be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after receipt of an independent court order. Conversely, materials previously judged unlawful will not knowingly be selected.
- Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Donations and Gifts

- The library accepts gifts of materials for the collection using the same collection criteria applied to the purchase of materials. Please see our donation [guidelines](#) in order to understand what types of donations we accept.
- The library retains the right to dispose of donated materials by sale or discard.
- Once something has been donated it is considered the property of the library and will not be returned.
- Other monetary gifts, gifts of stock, bonds, endowments, estates, land, etc., are welcomed, provided the Friends of the Library approve the conditions of such gifts.

Stating Concerns about Library Materials

Smith Public Library selects a wide variety of materials that satisfy the diverse interests of our community. The library's varied collection is available to all; however, it is not expected all of the collection will appeal to everyone.

A Wylie resident whose tax dollars support the Smith Public Library and who has been a cardholder for at least six months and is in good standing may submit a concern about materials by the following process:

- Must have completed reading, watching, or listening to the item in question.
- Must read this collection development policy in its entirety.
- Discuss their concerns with the supervisor that oversees the section that houses the material(s) in question.
- If not satisfied, then discuss with the Library Director.
- If not satisfied, a formal letter of concern may be submitted to the Library Advisory Board of The Smith Public Library.
 - The letter must include the name of the item, the reason for the objection and the complainant's name, library card number, current address and contact information.
 - Anonymous requests will not be considered.

Once a letter of concern is received, the Library Advisory Board will review and make a determination on the request within 90 days. The Library Advisory Board may accept as final the review process the library staff has completed as described above on the material in question. They may choose to take further action by designating up to three Board members to serve on a review committee alongside up to three members chosen by the Library Director in accordance with the Library Advisory Board Bylaws.

- The review committee shall determine whether the material in question meets the standards of this Collection Development Policy.
- The review committee members will examine the material independently.
- The review committee will coordinate a discussion within 60 days of appointment except in unusual circumstances (i.e. illness, transition of personnel, etc.).
- The committee will make a recommendation on appropriate action and present it to the Library Advisory Board and the Library Director at a regularly scheduled board meeting.
- All materials will be judged as a whole rather than by isolated passages.
- The material in question will remain in the collection pending the final decision.

Once the recommendation is made, the Library Director will have the final responsibility of deciding what happens to the material in question. When the decision is announced, that item is not eligible for further reevaluation for five years.

Frequency of Policy Review

This collection development policy will be reviewed by the Library Director and Library Advisory Board not less than once every five years.

**Rita & Truett Smith Public Library
Small Business Center Use Policy
Approved by the Library Advisory Board June 26, 2023**

The Rita and Truett Smith Public Library ("library") has designated spaces for the community to use. The Small Business Center (SBC) was provided by the Wylie Economic Development Corporation as a space to promote entrepreneurship. It is available free for individuals and groups up to 4 people working on business, career and workforce development.

The SBC may be reserved and used for general, non-commercial, informational, training needs including activities such as:

- Discussion groups
- Staff training
- Presentation rehearsal
- Conference calls
- Job interviews (virtual or in person)

The SBC may not be used for

- Private social events
- Commercial purposes such as sales calls or solicitation of goods or services
- Tutoring
- Studying

To use the SBC:

Applicants must be 18 years of age or older, have a current Smith Public Library card and must reserve the room via the library's online reservation system. Children ages thirteen (13) and younger are not allowed. The SBC cannot be reserved more than 90 days in advance of the date the room is needed. The room is only available when the library is open.

The SBC is not intended to serve as a permanent public meeting location for any group. No group may use it on a continuing, week-to-week or month-to-month basis. A maximum number of three (3) reservations are allowed at one time. Applicants may reapply for use of the room upon successful completion of the last reserved meeting.

A completed application, library card number, and any applicable supporting documents are due at the time that the application is submitted. Applications must be submitted 72 hours prior to the room reservation request.

The SBC is not considered reserved until the application is received, approved and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and depending on the availability of the room. Submitted applications are reviewed Monday through Friday, 9 a.m. to 5 p.m.

The library card or a picture I.D. of the applicant must be presented at the time of the meeting to the Service Desk. All Applicants must check-in and check-out at the Service Desk. The applicant must be present for the duration of the meeting. Library cards other than the applicant's will not be accepted.

Guidelines for use:

- All groups and individuals must comply with the [Patron Behavior Policy](#).
- Food is not permitted in the SBC. Beverages in covered containers are allowed.
- Materials may not be tacked or posted on the walls or windows.
- Furniture may not be moved in or out of the room.
- The SBC is not soundproof; noise levels should not disturb other patrons or staff.
- The library assumes no responsibility for unattended personal belongings.
- The SBC must be vacated fifteen minutes before the library closes.

What's in the SBC?

Media Table with television and HDMI connection provides interactive group viewing and participation in distance learning or other presentation applications. A dry-erase board, markers and eraser are available on one wall.

Monthly Report for the Library Advisory Board

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

April 20 - May 17**Attendance at Events:**

- Storytimes 456 (Break in May)
- Kids Programs 354
- Teen Programs 12
- Adult Programs 105
- Outreach 276
- Business Card Exchange 129

Circulation Statistics:

- Circulation (Check-outs + Renewals) 43,062
- Visitors 13,659
- New Borrowers 365
- Drive-Thru Transactions 213
- Number of Holds Processed 4,146

May 18 - June 21**Attendance at Events:**

- Storytimes 884
- Kids Programs 3,916
- Teen Programs 20
- Adult Programs 106
- Outreach 522
- Business Card Exchange 136

Circulation Statistics:

- Circulation (Check-outs + Renewals) 69,405
- Visitors 24,138
- New Borrowers 990
- Drive-Thru Transactions 273
- Number of Holds Processed 6,394

Digital Resources Usage:
(Presented by calendar month)

Libby (Overdrive)				
	May 2023	April 2023	March 2023	February 2023
Unique Users	15,443	15,025	15,209	14,820
Check-Outs	58,737	55,582	58,041	52,957
Holds	23,462	22,194	22,679	21,793
Purchases	453	737	601	700

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
Feb 2023	719	13	84	313	91	43	52	1,315
Mar 2023	842	11	90	324	104	55	51	1,477
Apr 2023	882	8	65	334	105	42	43	1,479
May 2023	998	14	121	326	161	35	67	1,722

Kanopy				
Stats	Visits	Pages	Plays	Minutes
Feb 2023	890	1,427	310	7,531
Mar 2023	724	1,220	276	6,926
Apr 2023	646	1,192	240	5,219
May 2023	2,251	2,791	340	7,245

Kanopy				
Plays by Device	Tablet	Desktop	Mobile	Television
Feb 2023	42.3%	13.5%	27.1%	17.1%
Mar 2023	19.6%	20.7%	29.7%	30.1%
Apr 2023	41.7%	6.3%	32.9%	19.2%
May 2023	36.5%	8.5%	30.9%	24.1%

Meetings/Training Highlights:

- 4/20/23 Lisa attended Stop the Bleed/Active Attacker training
- 4/25/23 Lisa attended the City Council meeting
- 4/26/23 Ofilia attended the Wylie Historical Society meeting
- 5/4/23 Lisa met with new PT staff Elaine for Safety Training
- 5/8/23 Lisa spoke at New Council Orientation
- 5/9/23 Lisa attended City Council reception and meeting
- 5/16/23 Ofilia, Lisa and Michelle attended the Friends of the Library meeting
- 5/19/23 Monthly librarian meeting
- 5/23/23 Admin team meeting
- 5/24/23 Ofilia met with Veronica to review the Garden Tour event
- 5/24/23 Ofilia and Lisa met with Laura and Elizabeth to review cataloging procedures
- 5/27/23 Ofilia and Lety one on one
- 5/26/23 Library all staff meeting
- 6/1/23 Ofilia attended the City budget meeting
- 6/6/23 Lisa attended the Records Management Workshop
- 6/6/23 Ofilia attended the staff meeting
- 6/7/23 Lisa attended The Library Ecosystem webinar
- 6/7/23 Ofilia, Lisa and Cheryl attended Zoom meeting for app implementation
- 6/12/23 Ofilia and Lisa attended the Summer Kickoff Wrap Up meeting
- 6/13/23 Weekly admin team meeting
- 6/14/23 Ofilia attended the Garden Committee meeting
- 6/15/23 Ofilia attended the North Texas Women Leading Government luncheon
- 6/16/23 Monthly librarians meeting
- 6/20/23 Ofilia, Lisa and Michelle attended the Friends of the Library meeting
- 6/20/23 Ofilia, Debbie and Elizabeth met to review the candidates for the Combination Reference Assistant position

Misc. Information:

- 4/22/23 Ofilia attended the Wylie Historical Society Speaker Series
- 4/23 - 4/29/23 National Library Week
- 4/27/23 Ofilia and Lisa met with TLC reps to demo a library app
- 4/28/23 Lisa hosted/attended a meeting of the Public Library Management Network
- 5/1/23 Lisa and Michelle worked the Taste of Wylie event
- 5/7/23 Lisa and Michelle attended the Pedal Car Race
- 5/16/23 Ofilia met with Connor of the Wylie News for an interview about Summer at the library
- 5/23/23 Ofilia, Lisa, and Debbie attended the Summer Kickoff Walkthroughs
- 5/23/23 Ofilia attended the Leadership Wylie Graduation Wylie Chamber luncheon
- 5/31 & 6/1/23 Ofilia attended the Board and Commissions interviews

Library Fine summay by Fiscal Year			
	FY 21	FY 22	FY 23 (thru 5/15)
Overdue Items	\$17,808.78	\$14,863.40	\$8,376.00
Damaged Items	\$1,909.75	\$1,579.84	\$1,173.17
Lost Items	\$6,620.75	\$6,885.57	\$4,960.25

June 2023 Items for Future Agenda:

- Introduce new members!
- Policy Familiarization
 - Collection Development (July/Aug)
 - Patron Behavior (Sept)
 - Meeting Room (Oct)
- FY 24 Budget
 - Tuesday, June 27 Budget Work Session with City Council
 - Tuesday, July 11 Budget Work Session with City Council
 - Tuesday, July 25 Budget Work Session with City Council
- Friends of the Library Events
 - Local Garden Tour Saturday, May 13
 - Annual Book Sale Saturday, July 22
 - Annual Book Sale Preview Night Friday, July 21
- Next meeting Monday, July 24 with new members