

Wylie Library Advisory Board Regular Meeting

November 27, 2023 – 7:00 PM

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



CALL TO ORDER

Staff Spotlight: Laura Condit, Technical Services Librarian

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. Review and approve October 23 meeting minutes

WORK SESSION

WS1. Review and approve the revised Borrower Policy

WS2. Review the monthly report

WS3. Review December 2023/January 2024 programs and holidays

WS4. Review Spooky Night and Murder Mystery Night

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on Friday, November 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.



Library Advisory Board

Minutes

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

CALL TO ORDER

Announce the presence of a Quorum.

Justin called the meeting to order at 7:00 pm. The following Library Board members were present: Irene Chavira, Brian Ortiz, Roberta Schaafsma, Justin Strauch, Toshia Kimball & Ofilia Barrera, Board Liaison. Board members not present: Monica Munoz, Zachary Todd

STAFF SPOTLIGHT

Kelsey Sidwell, Teen Services Librarian

Kelsey joined SPL in January 2011 as a clerk/shelver. She earned her Masters Degree in 2018 and became the Teen Librarian that October. She believes in being her very transparent self with teens and provided an overview of the Teen Services programs.

During the school year: the following meet on Thursdays at 6pm, once a month.

- Teen Book Club
- Teen Dungeons & Dragons group
- Japanimation (anime & manga)

In the summer: Two programs a week, usually 11 to 12 different teen programs.

- Ofilia pointed out that Kelsey is also responsible for the Young Adult Collection.
- Roberta asked how many teens, on average, show up for Book Club versus other programs.
 - ◆ Book Club has anywhere from 10 to 20. It depends on the popularity of the book.
 - ◆ Japanimation, for several years, was sitting just under 10; but this school year and the end of last it has increased to 15 to 20.
 - ◆ D&D depends on their schedules. Instead of just one meeting/one month, they have to be able to commit to multiple months and currently have 8 or 9 participants.
- Ofilia asked Kelsey to talk a little about the summer program attendance numbers, which range from 20 - 50.
- Toshia asked if there is a process for handling controversial books.
 - ◆ Kelsey explained how the collection is monitored and patrons are welcome to share concerns. Ofilia communicates with staff to respond to parent inquiries.
 - ◆ Ofilia added that staff are trained to handle patron concerns on this issue.
- ★ Brian gave Kelsey a shout out for also having a hand in baby story time. He attended several in the spring with his daughter.
- Justin shared excitement for the growth in clubs and asked if Kelsey sees any roadblocks or hurdles, if that growth continues.

- ◆ D&D - The amount of staff that can run games is currently only two.
- ◆ Japanimation - The predominant issue is time.
- ◆ Staffing and budget are always hurdles to increased programming.
- Toshia inquired about Kelsey's upcoming goals.
 - ◆ Ensure that the clubs are what teens are actually interested in seeing.
 - ◆ Would like to increase time dedicated to outreach within WISD.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation. No citizens were present at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the September 25, 2023 Library Board Meeting.

- Roberta brought to attention two different spellings of Cricut/Cricket on page 4.
 - ◆ Xcenia responded to the spelling issue: confirmed the first spelling is correct, and will change the second spelling.

Board Action:

- The Library Board Minutes of September 25, 2023.
 - ◆ Irene made a motion to approve the minutes from the September 25th meeting with the one spelling edit.
 - Roberta 2nd the motion; all in favor, motion passed 5:0

REGULAR AGENDA

WORK SESSION – DISCUSSION ITEMS

WS1. Review the monthly report

Ofilia provided an overview of the monthly reports. She also indicated the addition of stats for the more popular databases.

- Storytime numbers are huge because that's actually a full month; whereas in August there was no storytime.
- Ofilia reviewed the various databases and what they are.
- Digital resources usage:
 - Kanopy - Still going strong, people are discovering it. Their system is changing over to tickets. Each item a user clicks will require a number of tickets on November 1st.
- ★ Justin added, as a selling point for Udemy, that they also have courses in learning languages and Google certificates.
- Justin asked about the new Wylie mobile app for the library. What sort of usage numbers might be expected?
 - ◆ Ofilia hopes to have numbers to share next month as the app has just gone into use.
- Meetings, training highlights, and miscellaneous information:
- Toshia asked how the interview process for the Adult Services Librarian was going.
 - ◆ Very well, the position has been filled. We are waiting for the background checks to clear, then a start date will be set.

- ◆ The library has had a challenge lately with staff turnover. The recent applicant pool has been incredible. The person offered the librarian position has 10 years of experience.
- Justin asked Ofilia to share about the All Staff Meeting with Tim Porter, City Engineer.
 - ◆ All Staff Meetings are held on the last Friday of every month.
 - ◆ Every month, a different person from a different department in the city is invited so that the library staff get to learn how their roles are connected and what they do. This month was Tim Porter.
 - ◆ Meetings usually include general announcements that cover what's going on in the city to things the Library Advisory Board talked about. Each department talks about what's happening in their area or if there's anything special that everyone needs to be aware of.
 - ◆ Next month will be the Public Works Director, Tommy Weir.
- Justin congratulated the library on the "One City One Team" award and asked for more information on it.
 - ◆ The city is pushing this initiative, One City One Team, and has been awarding different departments. The library was called up for the work done over the summer, all the big events held, and how the staff works together.
- Toshia asked if Ghost Tours was a success.
 - ◆ Ofilia indicated it was a big success and would go into that during the "Friends" portion of the agenda.

WS2. Review Friends of the Library Programs

- Wylie Ghost Tours
 - Tours were doubled and generated a little more than \$4000 for the library, Parks & Rec and the Historical Society. Our portion of the money gets earmarked to go to the summer kickoff event.
- Spooky Night at the Library, 10/24/23, from 5:00pm to 7:00pm.
 - Some of the Library Advisory Board members will be helping out.
- The Spooktacular night was the previous Saturday.
- Library Murder Mystery will be 11/04/23 from 7:00pm to 9:00pm.
 - Basically a real life Clue Game with literary characters, being played by performers of the Second Players Productions.
 - This is a fundraiser for the library.
 - Intended for ages 14 and up partly for content, and partly because it's after hours at the library and there will be no staff to watch/ensure that younger children aren't going to get hurt.

WS3. Review November library programs and holidays

- Justin noted there are a lot of programs planned for November and asked Ofilia to share about them.
 - ◆ Ofilia highlighted some of the programs for Adults that are different from the norm.
 - Voice Acting for Video Games (for adults), November 4th in the afternoon.
 - Dog Behavior 101: dogs are not allowed, this is just for people.
 - Holiday Harps, right after Thanksgiving, on the 28th.
 - ◆ All regular storytimes will run.
 - ◆ One special program for kids on November 22, the Wednesday before Thanksgiving, with crafts from 2:00pm to 4:00pm, in the Multipurpose Room.
 - ◆ Holiday closures:
 - Veterans Day
 - November 10 & 11 - closed both days.
 - ◆ The library does not have an overtime budget.

◆ This only happens once every four or five years, depending on Leap Year.

- Thanksgiving closings
 - November 22, Wednesday - closing at 5:00pm.
 - November 23 - 25, closed each day.

WS4. Review Items for Future Agenda

- New Services
 - Beanstack - Still hoping for a December release date to allow for 2024 reading challenges.
 - Staffing overview
 - Many good candidates; waiting on background and reference checks for a few.
 - Have made at least one offer for the Circulation positions.
 - Overview of Murder Mystery Night & Spooky Night.
 - Holiday closures for Christmas and New Year.
 - Next meeting, November 27th, is the last meeting of 2023. No meeting in December due to holiday week.
 - Working on possibly updating the Borrower Policy to remove the 5 item limit on new library accounts.
- Justin shared that he loves the new library app and asked if it has been broadcast to patrons.
- ◆ We are promoting the app via social media and signage in the library. Hoping to do a short video highlighting Click and Collect as further promotion.

ADJOURNMENT

Brian made a motion to adjourn the meeting. Irene 2nd the motion; all in favor, motion passed 5:0
Meeting adjourned at 7:43pm.

Justin Strauch, Chair

Rita & Truett Smith Public Library Borrower Policy

Approved by Library Board November 27, 2023

Eligibility for a Library Card

Adults (18 and older) are eligible for a library card. Applicants are required to present valid photo identification to receive a library card. The following types of photo I.D. are acceptable: Government-issued driver's license or ID card, or Passport.

No person may be registered for more than one active library card. To protect the user, a library card or a valid picture I.D. is required for all library transactions.

Minors ages 17 and under must have the signature of a parent or legal guardian to be issued a card. The adult must meet the requirements noted above. 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* (in the place of a parent). It is the responsibility of the parent(s)/guardian(s) to restrict their children, and only their own children, from access to library materials.

Temporary Library Numbers

A temporary library number may be obtained online and allows you access to our digital library and online resources. Temporary numbers are meant to be used as a way to explore resources and not as a permanent card; therefore, temporary numbers expire six months after issue. Patrons may come into the library to switch to a permanent card in order to continue access. Patrons must present a government-issued picture I.D. in order to obtain the permanent card. Temporary numbers are issued for adults (18 and older) only.

Replacement of a Lost Card

A lost library card may be replaced for \$1.00. To replace a lost card, proof of identification is required. It is the patron's responsibility to report a lost or stolen card or change of address.

Renewal of a Library Card

Library cards expire every three years so that patron information may be updated. All fines and fees must be paid prior to renewing the library card.

Loan Periods

Most physical items check out for three weeks. Select physical collections check out for seven days. Checkout limits are at the discretion of library administration.

Digital items check out for two weeks. Check out periods for streaming items are set by the streaming services.

A library cardholder may check out as many physical items as they would like within the exceptions set forth by the library. Cardholders accept full responsibility for all materials borrowed on their card and for all associated charges.

Renewal of Materials

Items eligible for renewal will automatically renew two times.

The following items are not eligible for renewal.

- New and Juvenile Holiday DVDs that only check out for 7 days
- Juvenile Holiday Books
- Magazines
- Interlibrary Loans
- Steam Kits
- Items with a pending hold

Placing Holds

- All materials available for check out can be placed on hold at the library, via our app or online except for steam kits, board books and magazines.
- There is a maximum of 10 holds for physical items and 5 for digital items per library account.
- When a physical item becomes available for pickup, the item will be held for 7 days. If the item is not picked up in 7 days, the next person on the hold list will be contacted or the item will be returned to the shelf.
- If a person in the library tries to check out a book at the same time a patron online tries to place a hold, the priority will be given to the person in the library. The online patron will be put on the hold list.
- When a digital item becomes available, the item will be held for three days. Digital holds may be set in "Account Settings" to check out automatically.

Interlibrary Loan (ILL)

Items not owned by the library may be requested via interlibrary loan. Only certain types of materials may be requested. A patron may request specific titles and the time period to obtain materials varies. Five requests per month are allowed per cardholder.

To borrow from interlibrary loan, patrons must be in good standing including adults who are responsible for cards of minor children.

To obtain an item from ILL, a patron must fill out a loan request form available online or place the request in person at the library. A patron must fill out a request form for each item. Interlibrary loan materials may not be renewed.

The lending library may determine the check-out period.

The lending library may designate material for in-house (non check-out) use only.

Items will be held for seven days (including Saturday). Materials will be returned to the lending library if the patron has not picked up the material(s) within seven days. There is a \$2.00 fine per item that is not picked up.

Patrons who do not return Interlibrary Loan materials will be charged a replacement cost by the lending library. The lending library will set the exact amount for the item. Replacements are not accepted for lost items. Late fees will be charged for items that are overdue in accordance with the Smith Public Library's Borrower Policy.

Extended Use Fee (ordinance 2009-12)

Extended use fees accrue when an item is returned past the due date. Maximum extended use fee is \$5.00 per item. If a patron has more than a \$5.00 balance on their card, they cannot check out any additional items until the balance is paid. See Wylie, TX [Code of Ordinances, Appendix C](#) Wylie Comprehensive Fee Schedule for details.

It is the responsibility of the borrower to verify the due date of materials checked out on their account and to return those materials to the Smith Public Library on or before the due date. The library will notify the patron of overdue items as a courtesy. Borrowers are responsible for the return and payment of fines even if no overdue notice is received.

Lost items (ordinance 2009-12)

When an item is 30 days overdue, it is considered lost and the patron's account will be charged for the cost of the item plus a processing fee of \$3.00. Replacements are not accepted for lost items. If the item is returned in good condition, the cost of the item and processing fee will be waived and an extended use fee will be charged.

If the item is returned in good condition after it has been paid for, the Library will refund the money up to three months, minus the \$3.00 processing fee. Refunds are not given after three months.

Damaged items (ordinance 2009-12)

Patrons are charged for the full cost of an item that is damaged beyond repair. Replacements are not accepted for items damaged beyond repair. A \$3.00 processing fee is added for covering the cost of preparing items for checkout.

Other charges may be incurred for damaged DVD/CD cases, missing barcodes/spine labels/RFID tags or items returned with damage to book covers, pages, or artwork.

Claims Returned

A *claims returned* can be placed on an item when the library records show the item is outstanding but the patron claims to have returned it. Staff will search for the item for two months. If located in the library, no charges are due. If not found in the library after two months of searching, the patron is charged the cost of the item, plus a \$3.00 processing fee.

Paying Fines

All fines and fees are due as incurred. Valid forms of payment include cash, check, or credit card. Credit/Debit payments can be accepted over the phone.

Forfeiture of Library Usage

Patrons violating the regulations and/or policies of the library may, at the discretion of the Library Director, be asked to leave the premises and asked to forfeit the use of their library card.

Monthly Report for the Library Advisory Board

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

	Oct 19 - Nov 15	Sept 21 - Oct 18	Aug 24 - Sept 20
Storytime	986	1095	649
Kid Events	453	174	46
Teen Events	27	25	0
Adult Events	164	80	64
Outreach	151	7	0
Business Exchange	92	121	116
Circulation	44,075	47,152	49,263
Visitors	14,454	15,780	14,794
New Borrowers	346	456	491
Drive-Thru	237	220	257
Holds Processed	4,157	3,876	4,652
Ancestry	Sessions	Searches	
Aug 2023	30	515	
Sep 2023	25	390	
Oct 2023	31	435	
Creativebug	Sessions	Total Video Views	Hours Viewed
Aug 2023	8	7	0.74
Sep 2023	10	84	7.46
Oct 2023	10	29	4.55
Data Axle	Log-ins	# of Searches	Total Records Downloaded
Aug 2023	9	65	744
Sep 2023	16	98	6,646
Oct 2023	17	148	2,262
Gale Courses	Enrollments	Total Course Log-ins	Total Minutes in Class
Aug 2023	40	238	28,629

Sep 2023	7	173	26,259
Oct 2023	20	95	10,635
Mango Languages	Total Sessions	Total Learning Time	Average Learning Time
Aug 2023	229	29:12:04	0:11:40
Sep 2023	137	17:43:47	0:09:30
Oct 2023	128	15:18:26	0:08:12
Udemy	Active Users	Courses Enrolled	Video Mins
Aug 2023	71	172	13,415.80
Sep 2023	58	118	15,204.80
Oct 2023	63	191	17,406.5

Digital Resources Usage:
(Presented by calendar month)

Libby (Overdrive)				
	October 2023	September 2023	August 2023	July 2023
Unique Users	14,784	14,722	14,654	14,571
Check-Outs	60,673	58,805	60,810	61,564
Holds	26,370	25,201	25,156	26,057
Purchases	826	1,344	826	621

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
July 2023	1080	19	107	402	92	33	46	1,779
August 2023	1,207	17	153	469	138	34	43	2,061
Sept 2023	1,226	28	122	437	131	59	34	2,037
Oct 2023	1,271	29	137	508	123	55	29	2,152

Kanopy				
Stats	Visits	Pages	Plays	Minutes
July 2023	4,256	5,037	512	10,737
August 2023	4,197	5,090	508	12,528
Sept 2023	3,035	3,891	556	15,836
Oct 2023	3,675	4,148	390	12,904
Kanopy				
Plays by Device	Tablet	Desktop	Mobile	Television
July 2023	27.7%	12.7%	37.9%	21.7%
August 2023	29.5%	10%	36.8%	23.6%
Sept 2023	28.2%	9.4%	21.6%	40.8%
Oct 2023	22.1%	23.3%	13.8%	40.8%

Meetings/Training Highlights:

- 10/19/23 Ofilia attended the Rotary meeting
- 10/19/23 Ofilia attended the Women Leading Government webinar on Recruitment
- 10/19/23 Lisa, Cheryl and Susie interviewed for various circ positions
- 10/20/23 Monthly Librarian Meeting
- 10/20/23 Ofilia and Lisa weekly one on one meeting
- 10/20/23 Lisa led the PLMN meeting at Roanoke
- 10/23/23 Ofilia and Xcenia attended the Library Advisory Board meeting
- 10/26/23 Lisa and Laura attended the ADA Class provided by the City
- 10/26/23 Ofilia, Debbie and Kelsy met with Judy from Library Interiors of Texas
- 10/27/23 Library all staff meeting with special guest Albert Garza from Public Works
- 10/31/23 Ofilia met with the Purchasing department to review needs and guidelines
- 11/7/23 Cheryl and Lisa interviewed for circulation positions
- 11/7/23 Ofilia attended Director Staff Meeting
- 11/7–11/8 Laura attended TLCU virtual conference
- 11/8/23 Lisa attended Veterans Appreciation
- 11/8/23 Veronica attended the Garden Committee meeting
- 11/14/23 Ofilia attended Historical Society Meeting
- 11/14/23 Ofilia attended City Council Meeting
- 11/15/23 Laura and Ana attended Tekkies Meeting
- 11/15/23 Ofilia at PLANT Conference

Misc. Information:

- 10/19/23 Lisa attended Bush Elementary Literacy Night

Upcoming Library Programs - December 2023/January 2024

Adults

Medicare 101

Wednesday, December 6 @ 10:30AM &
Saturday, December 9 @ 10:30AM

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

Preschool

Free sticker tickets are required for all storytimes and are available on storytime day. Space is limited due to fire code. Storytime goes on break from December 18 - January 16. It resumes, Wednesday, January 17.

Family / Bilingual Storytime (In English & Spanish)

All Ages
Mondays @ 6pm

Infant Storytime

0 - 11 months
Wednesdays @ 10am

Big Kid Storytime

3 - 5 years
Wednesdays @ 10:45 & 11:30am
Thursdays @ 1:30pm

Toddler Time

1 - 2 years
Fridays @ 10:15 & 11:00am

Sensory Storytime

Pre-K - 2nd Grade
First Saturdays 10:15am

Kids

BeTween Book Club

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

December 12

Allergic by Megan Wagner Lloyd

January 9

Alisa Anna by Susan Hood

My Very Own Book Club

1st & 2nd graders (6-8 years old) meet on the designated date from 3:30-4:30pm in the Multi-Purpose Room.

No Meeting in December.

January 16 & 18

SkySisters by Jan Bourdeau Waboose

Idea Lab

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

No Meeting in December.

January 25

LEGO free for all

Winter Reading Challenge

for Kindergarten - 6th grade

Friday, January 5 - Saturday, March 9

Pick up a log at the Children's Desk, finish the challenge and get a prize.

MLK Day Treasure Hunt

Friday, January 12 - Monday, January 22

Find all of the pictures hidden in the Children's area and get a prize! This is a self-directed activity. One prize per child per day while supplies last.

Teens**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!

December 14th - *The Agathas* by Kathleen Glasgow and Liz Lawson

January 11th - *The Upper World* by Femi Fadugba

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.

December 21

January 18

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

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

December 7th - Campaign 1 (Part 3)

January 4th - Character Creation/Gameplay Workshop

Holiday Closures

Christmas -

Closed Friday, December 22

Closed Saturday, December 23

Closed Sunday, December 24

Closed Monday, December 25

New Year -

Closed Monday, January 1

MLK Day -

Closed Monday, January 15

Friends Programs Fall 2023

Spooky Night @ the Library
Tuesday, October 24 from 5 - 7pm
Attendance: 400
Costume contest was a big hit!



Murder Mystery Night @ the Library
Saturday, November 4 from 7 - 9pm
Attendance: 66

