

Wylie Library Advisory Board Regular Meeting

October 23, 2023 – 7:00 PM

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



CALL TO ORDER

Staff Spotlight: Kelsey Sidwell, Teen 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 the minutes from the September 25 meeting

WORK SESSION

[WS1.](#) Review the monthly report

WS2. Review Friends of the Library Programs

[WS3.](#) Review November library programs and holidays

[WS4.](#) Review Items for Future Agenda

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on October 20, 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
September 25, 2023 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Justin called the meeting to order at 7:02 pm. The following Library Board members were present: Irene Chavira, Brian Ortiz, Monica Munoz, Roberta Schaafsma, Justin Strauch, Zachary Todd & Ofilia Barrera, Board Liaison. Board members not present: Toshia Kimball

STAFF SPOTLIGHT

Debbie Nowling, Youth Services Supervisor

- ★ Debbie was delayed in the library and running late; Board moved on to Consent Agenda and WS1, until she arrived

Debbie has been with the library almost 14 years; Ofilia has known her for 20 years as they worked together at the Plano Library and credits Debbie with all she has learned about working with children.

Debbie provided an overview of the Youth Services Department and its programs

- 4 full-time librarians covering Childrens, Teens, & Tweens
- 1 full-time & 4 part-time reference assistants
- 7 storytimes a week and 1 sensory storytime monthly
- Monthly book clubs for several grade levels: 1st grade through 12th grade
- Monthly STEAM program for 3rd graders
- Majority of circulation and programming takes place in Youth Services
- 3000 in attendance at Summer Reading Program kick-off party and over 700 in attendance for Harry Potter birthday party at the close of the summer
- Outreach for Wylie ISD: in-house tours, FASE program, presents the Abby Award at the beginning of each school year for the elementary school with the most logs turned-in over the summer
- Last spring partnered with Adult services for Dungeon & Dragons Mini-con which was very popular
- Additional teen programs: monthly D&D, teen book club, and Japanimation

→ Zach asked where ideas for programs come from.

- ◆ Community needs and requests, teen & children librarians ideas, as well as idea sharing with other libraries.
- ◆ Debbie highlighted Veronica McKay's experience as a school librarian and how through her contacts in Wylie ISD they discovered a need for a book club because many students

have no transportation to the library. They now visit elementary schools once a month to provide a Bluebonnet Book Club; Youth Services takes the book club to them.

- Monica commented she has known Debbie since her family moved to Wylie and appreciates everything she and Ofilia do for all children.

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 August 28, 2023 Library Board Meeting.

Board Action:

- The Library Board Minutes of August 28, 2023.
- ◆ Irene made a motion to approve the minutes from the August 28th meeting
 - Zach 2nd the motion, all in favor

REGULAR AGENDA

WORK SESSION – DISCUSSION ITEMS

WS1. Review the Library's Meeting Room Policy

Ofilia explained this policy covers the Conference room and Multipurpose room, both of which are located on either side of the library's main doors, after entry. In addition to utilization for library programs, these rooms are available for public use. Ofilia further explained the rooms are not intended for social gatherings or commercial purposes such as:

- Baby showers
- Birthday parties
- Selling of any goods

- ★ Allowing social gatherings would be in direct competition with the Recreation Center; anyone interested in doing those is sent over to the Rec-Center.

- Roberta asked how frequently people reserve the rooms.
- ◆ Ofilia responded that it goes in waves; however, with library programs and then interspersed in between with community users, the rooms are constantly in use.
 - ◆ Ofilia added - Most common request is for a permanent meeting space. If we allowed this, we would end up excluding many people because the room spaces are so popular. Section 2D of the policy addresses this by limiting the number of requests that may be made at one time to three.
 - ◆ Michelle shared the rooms are now frequently loaned to Wylie ISD. Teacher groups for all different subject matters for professional learning and this is due to a lack of space within the school district buildings.
- Zack asked if all reservations are done online.
- ◆ Ofilia answered "Yes" and described the process using the main library website. Also, explained the different room capacities.

- Brian asked if there's a fee.
 - ◆ Ofilia answered "Yes" and directed attention to Section 4 of the policy. Any and all fees are clearly stated and explained in the section.
- Justin asked if the money from meeting room fees goes into a general library fund.
 - ◆ Ofilia indicated that it goes into the General City Fund; it does not come back to the library.
- Justin asked if the library would continue to be a voting location now that Collin College is across the street.
 - ◆ No, Collin College has offered to and has taken over all voting.

★ Debbie Nowling arrived - see "Staff Spotlight" above.

WS2. Review the Monthly Report

Ofilia indicated the reporting period is August 23, 2023 to September 20, 2023. She also shared, in response to a question from the previous meeting, the current number of cardholders is 60,139. Population of Wylie is only 57,526 thus people from all over utilize this library. Digital resources are still going strong with heavy use despite slight drop off corresponding to the school year starting up. Hoopla usage is up; instant borrows are very popular. Kanopy is still going well; the increase in visits from May to August is huge!

Ofilia included a brief rundown of meeting and training highlights from the last reporting period. Announced a new Administrative Assistant as Xcenia. Ofilia asked for any questions.

- Justin asked how often are electronic resource contracts renewed.
 - ◆ Contract lengths: Hoopla - 1 year, Kanopy - 2 years, Libby - part of consortium, which means "in it for life" unless withdrawn.
 - Other libraries within PLANT have had to drop Hoopla. Because of demand, it has become too expensive. Ofilia mentioned if the usage reaches that point, there is the potential to put funds from the DVD budget into Streaming Services because that is where the usage is.
- Brian asked if UdeMy is getting any traction.
 - ◆ Ofilia will look into this and get stats. Currently trying to get the word out on the service.
 - Planning a presentation in the next month at the Business Exchange.
- Justin asked what the Safety Training was - "Lisa met with Esther Yun for Safety Training".
 - ◆ Ofilia explained that Lisa is the Safety Training Liaison and all staff are required to undergo Safety Training.
 - Lisa is responsible for coordinating everything from Active Shooter, Stop-The-Bleed training to Basic First Aid and library safety training.
 - Lisa also provides Kulture City training.
 - ◆ Michelle added that Lisa also goes over use of AED machine and fire extinguisher locations.
- Zach asked if there are any plans, or would be possible, to offer a program on Basic First Aid for the community because most of what he has found only covers CPR. Possibly a joint effort with another city department and the library.
 - ◆ Ofilia agreed it's a good idea and she will inquire with Wylie Fire and Rescue.
 - ◆ Currently planning to put on a program this spring, aimed at first-time college students, for personal safety training with Wylie Police Department.
- Justin asked for an update on the library phone app.
 - ◆ Ofilia shared the application, SPLWylie, is live and ready to go. City employees are currently testing it out and hopefully we will begin advertising to the public within a

week. Great features such as: Click and Collect, which allows you to checkout online and pickup at the drive-thru window.

WS3. Review Friends of the Library Upcoming Programs

- Wylie Ghost Tours - October 6 & 7
 - Haunts + History: 7pm or 8:15pm
 - Ghostly Gossip: 7:30pm or 8:45pm

Ofilia said she is one of the tour guides on the Ghostly Gossip tour.
- Spooky Night @ The Library! - October 24th, 5pm-7pm

Ofilia asked if any of the Board members wanted to volunteer for that to please let her know. This event is mostly for younger kids, but all are welcome.
- Murder Mystery Night! - November 4th, 7pm-9pm

This event is taking place after hours. Second Player productions will be all the characters/suspects. Unfortunately, Peter Pan is murdered and you have to figure out who did it. It's like the game, Clue.

WS4. Review October 2023 Library Programs

- Adults
 - Pumpkins with Pizzazz - 14th @ 2:00pm - Ofilia stated this is a seasonal program.
 - Game On: October Scares - 12th & 26th @ 5:30pm - Ofilia explained this is a creepy version of D&D.
- Preschool
 - Ofilia stated that storytimes are in full swing.
- Ofilia mentioned that Kids Clubs are on page 17 and end with Teen Events.

Ofilia stated that Fall Break is coming up and we are having a LEGO day and possibly one other program. These are special since the kids are out of school.

- Monica asked if Cricut or Silhouette were being considered for training opportunities.
 - ◆ Ofilia indicated there are plans for Cricket as the library owns two; however, staffing issues may put that on hold.
- Zach noticed a misspelling on the ghost tour flyer.

WS5. Review items for future agenda

- New Services
 - TLC Go - SPLWylie going live in the App Store.
 - Beanstack - reading platform hopefully going live by end of year; however still in preliminary stages
 - Reading challenges
 - Reading tracking
 - Users can earn badges
 - Friendly reading competitions
 - Also has phone app

Ofilia explained we went paper free with our reading challenges in 2020 because paper is expensive. There was a bit of a lull in participation, so we are hoping something like this will help because it is more interactive.

- Holiday closures coming up in November.
- Next meeting date: Monday, October 23, 2023

- ★ Justin shared a reminder for the upcoming Solar Eclipse over Wylie - October 23, 2023. Ofilia mentioned that the library is planning a big program for the eclipse coming in April.

ADJOURNMENT

Justin made a motion to adjourn the meeting. Irene 2nd motion; all in favor
Meeting adjourned at 7:44pm.

Justin Strauch, Chair

Monthly Report for the Library Advisory Board

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

	Sept 21 - Oct 18	Aug 24 - Sept 20	July 20 - Aug 23
Storytime	1095	649	238
Kid Events	174	46	1,021
Teen Events	25	0	51
Adult Events	80	64	78
Outreach	7	0	17
BCE	121	116	156
Circulation	47,152	49,263	65,487
Visitors	15,780	14,794	21,641
New Borrowers	456	491	733
Drive-Thru	220	257	324
Holds Processed	3,876	4,652	6,021

Database Usage:

(Presented by calendar month)

Ancestry	Sessions	Searches	
Jul 2023	29	413	
Aug 2023	30	515	
Sep 2023	25	390	
Creativebug	Sessions	Total Video Views	Hours Viewed
Jul 2023	10	16	2.69
Aug 2023	8	7	0.74
Sep 2023	10	84	7.46
Data Axle	Log-ins	# of Searches	Total Records Downloaded
Jul 2023	16	79	318
Aug 2023	9	65	744
Sep 2023	16	98	6,646

Gale Courses	Enrollments	Total Course Log-ins	Total Minutes in Class
Jul 2023	24	221	28,312
Aug 2023	40	238	28,629
Sep 2023	7	173	26,259
Mango Languages	Total Sessions	Total Learning Time	Average Learning Time
Jul 2023	133	33:54:41	0:23:23
Aug 2023	229	29:12:04	0:11:40
Sep 2023	137	17:43:47	0:09:30
Udemy	Active Users	Courses Enrolled	Video Mins
Jul 2023	59	139	11,138.00
Aug 2023	71	172	13,415.80
Sep 2023	58	118	15,204.80

Digital Resources Usage:
(Presented by calendar month)

Libby (Overdrive)				
	September 2023	August 2023	July 2023	June 2023
Unique Users	14,722	14,654	14,571	14,541
Check-Outs	58,805	60,810	61,564	60,150
Holds	25,201	25,156	26,057	25,939
Purchases	1,344	826	621	481

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
June 2023	1,019	11	66	364	107	40	30	1,637
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

Kanopy				
Stats	Visits	Pages	Plays	Minutes
June 2023	2,514	2,985	348	6,122
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
Kanopy				
Plays by Device	Tablet	Desktop	Mobile	Television
June 2023	31.6%	8.3%	31.3%	28.7%
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%

Meetings/Training Highlights:

- 9/21/27 Lisa attended City In-Service Training
- 9/25/23 Ofilia and Michelle attended the Library Advisory Board meeting
- 9/26/23 Weekly Admin Team Meeting
- 9/26/23 Ofilia attended the City Council Meeting
- 9/27/23 Several staff attended the monthly post-council virtual meeting
- 9/27/23 Supervisors attended EAP Dealing with Difficult Employees Training
- 9/28/27 Ofilia attended the Rotary Club Meeting
- 9/29/23 All Staff Meeting w/special guest, Tim Porter, City Engineer
- 9/30/23 - 10/4/23 Lisa @ ICMA Conference in Austin
- 10/10/23 Weekly admin team meeting
- 10/10/23 Ofilia attended the Wylie Historical Society meeting
- 10/10/23 Interview for the Adult Services Librarian position
- 10/12/23 Xcenia attended Employee Orientation Training
- 10/17/23 Director Staff Meeting
- 10/17/23 Ofilia and Lisa attended the Friends of the Library Meeting

Misc. Information:

- 9/23/23 Lisa and Veronica attended WISD Back the Future Event and presented the Abby Award to Tibbals Elementary
- 9/29/23 Lety presented library staff with the One City One Team Award
- 10/3/23 Ofilia, Priscilla and Elaine all worked National Night Out providing temporary Halloween tattoos
- 10/6 - 10/7/23 Ofilia worked the Downtown Wylie Ghost Tours

Upcoming Library Programs - November 2023

Adults

3D Print Demo

Wednesday, November 1 @ 5:30 PM

Come learn about 3D printing at the library! Get a chance to see the printer in action, learn about finding and creating designs, and ask questions!

Voice Acting for Video Games

Saturday, November 4 @ 2:30PM

Veteran anime and video game voice actor Joel McDonald returns with a 90-minute workshop. Learn the ins and outs of voiceover work in this exciting entertainment area. Ages 11th Grade and Up

Dog Behavior 101

Wednesday, November 8 @ 6:00PM

Learn how to turn your dog into the best-behaved dog they can be. Proven K9 Training, a local dog training group, will discuss techniques, and tools, and offer tips. This event is theory only; please do not bring your dog. Adults 18 & Up only.

Game On: Board Games

Thursday, November 16 @ 5:30PM

Join us for an evening of board games! Come learn some new games or replay some of the classics.

Holiday Harps

Tuesday, November 28 @ 6:00PM

The five-member group Harp Essence entertains with a concert of holiday melodies. Everyone is welcome. No registration is necessary.

Preschool

Free sticker tickets are required for all storytimes and are available on storytime day. Space is limited due to fire code.

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

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.

November 16 or 24

Stone Soup by Marcia Brown

BeTween Book Club

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

November 14

Keeper of the Lost Cities by Shannon Messenger

Thanksgiving Crafts

Come create some fun seasonal crafts. All ages welcome. Children nine (9) and younger must be accompanied by an adult.

November 22

Keeper of the Lost Cities by Shannon Messenger

Idea Lab

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

November 30

I CODE

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!

November 9

In the Wild Light by Jeff Zentner

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.

November 16

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

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

November 2 - Campaign 1 (Part 2)

Holiday Closures

Veterans Day - Closed Friday, November 10 and Saturday, November 11

Thanksgiving - Wednesday, November, 22 Close @ 5pm

Closed Thursday, November 23, Friday, November 24 and Saturday, November 25

October 2023 Items for Future Agenda:

- New Services
 - Beanstack - Reading tracking platform
- Staffing overview
- Overview of Murder Mystery Night
- Holiday closures
 - Christmas
 - New Year
- Next meeting November 27, 2023