

Wylie Library Advisory Board Regular Meeting

April 25, 2022 – 7:00 PM

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



CALL TO ORDER

Staff Spotlight: Carmen Ramirez, Library Technician

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 March 28, 2022 meeting.

REGULAR AGENDA

[1.](#) Review and approve the updated Display and Exhibit Policy.

WORK SESSION

WS1. Update on staffing including the Assistant Director and Administrative Position Assistant positions.

WS2. Updates on FY 23 budget.

[WS3.](#) Review the monthly report and library usage statistics.

[WS4.](#) Review upcoming library programs.

[WS5.](#) Review items for future agenda.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on April 22, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

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
March 28, 2022 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Board Member Rosalynn Davis, called the meeting to order at 7:01pm. The following Library Board members were present: Toshia Kimball, Kristina Jones, Kristin Botsford, Carla McCullough & Ofilia Barrera, Board Liaison. Board members not present: Juan Azcarate, Irene Chavira

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

No citizens were present at the meeting.

1. Staff Spotlight on Veronica McKay, Youth Services Librarian

- Ofilia introduced Veronica to the board with the fun fact that Veronica and Ofilia started at the library on the same day. Veronica was also the very first teen librarian that the library had.
- Veronica stated that it was Ofilia who encouraged her to go to library school.
 - ◆ Veronica stated that she worked at Cox elementary school as the librarian for 4 ½ years, then came back once a position opened again at the library.
 - ◆ She is also in charge of the garden committee and she is the one responsible for starting the library garden.
 - ◆ As a youth services librarian she is in charge of many clubs i.e Idea Lab, Storytime and Family Fun Fridays.
 - ◆ The books that she is in charge of collecting are Readers, Non Fictions and Biographies.
- Roz asked about the bird feeder in the garden.
 - ◆ Veronica stated it came after she left. Ofilia interjected that it was a donation by a staff's sibling that started at a different location but was moved to the garden to accommodate the birds it attracted.
- Carla asked who helps with the gardening.
 - ◆ Veronica informed that there are 2 main women in charge of the garden with a few other volunteers who help.
 - ◆ The garden committee has also partnered with Cafe 544, when the garden starts growing produce, it will be donated to the Cafe.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the February 28, 2022 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, February 28, 2022.
 - ◆ Toshia made a motion to approve the minutes from February 28, 2022, once corrections were made.
 - Carla 2nd the motion, all in favor

REGULAR AGENDA – DISCUSSION ITEMS

1. Review and approve the updated 3D Printer Policy

- Ofilia informed the board that the policy is still the same however the wording has been cleaned up and simplified.
 - ◆ Procedures were removed from the policy and added new wording about privacy.
 - A few grammatical corrections were suggested prior to approval.
 - ◆ Kristin asked what a few example of 3D items that are printed at the library.
 - Ofilia gave examples of a model of a brain, tool replacements, dental items and any fun kid request.
- Kristin made a motion to approve the 3D Printer Policy with the changes.
 - ◆ Carla 2nd the motion, all in favor.

WORK SESSION – DISCUSSION ITEMS

1. Updates on sorter request and staffing.

- Ofilia gave an update on the sorter stating the proposals have been received and the team is now in review.
- In regards to staffing Ofilia stated that 3 phone interviews have been made for the Assistant Director position. All 3 candidates will be brought in for an in person interview next week, as well as one more phone interview.
 - ◆ Yvonne Barberini, the admin for the library is moving to the HR department.
 - ◆ The combo position looks to be getting filled, the candidate is in the final stages of the hiring process.
- Carla asked if the end of the month was still the goal to fill the Assistant Director position
 - ◆ Due to scheduling conflict it will take longer than expected as this is only the 2nd interview and for this position there are 3 steps. The new goal is the end of April.
- Kristin inquired about the previous candidate for the Assistant Director position.
 - ◆ Ofilia stated that he accepted the position then rescinded the acceptance due to being too far away from his kids.

2. Review the monthly report with library usage statistics.

- Ofilia gave a quick update to the board regarding the new report for the members who were not present last month.
 - ◆ The numbers were a little lower than normal however they tend to be lower in February due to being a shorter month.
 - ◆ Circulation for physical materials has finally caught up with 2019 numbers.
- Roz asked if adult programs attendance was down.
 - ◆ Ofilia stated that the Adult programs remained steady during the whole pandemic. Adults seem to like having a virtual option.

- Toshia asked for examples of outreach events.
- ◆ Anything from attending school programs, city events, events at Collin College.

3. Review upcoming library programs.

- Ofilia updated the board on all the upcoming programs.

4. Updates on FY 23 budget

- During the budget kickoff we were informed that there will be a 2% increase to the operating budget.
- ◆ Interesting things that were discussed:
 - Wylie will hit build out in 4-5 years with an estimated max population of 68,000.
 - Permit fees and taxes from new builds help bring in money for the city which will no longer be the case in 4-5 years.
 - ◆ Kristin asked if fuel cost affects the ILL program.
 - A courier is currently what is used that is paid for by a grant from Texas State Library. If the grant goes away then fuel cost may be an issue.
 - ◆ Roz asked if the 2% increase applies to all departments and how that applies to property tax.
 - The property tax is supposed to increase due to the bond that has passed, however in the past city council kept property tax the same even with a bond.
 - ◆ Toshia asked if there was an update about the pool and the Rec Center.
 - The rec center presented to the city council the end of February and will give another presentation on April 12th to give more information.
 - No further discussion has been made about the aquatic center however the dog park and splash pads are making headway with locations being scouted.

5. Review items for future agenda

- Ofilia shared the list of upcoming programs and policies with the board.

ADJOURNMENT

Toshia made a motion to adjourn the meeting. Kristina 2nd motion; all approved.
Meeting adjourned at 7:43pm.

Juan Azcarate III, Board

Smith Public Library Display and Exhibit Policy
Approved by the Library Board April 25, 2022

As an educational and cultural institution, the Rita and Truett Smith Public Library welcomes exhibits and displays of interest to the community that reflects our vision and mission. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case in the lobby and the wall in the main corridor of the library. A release must be signed by the exhibitor before any artifact can be placed in the library. Library staff will create and assemble the exhibit or display.

Other display areas in the library are for library use only. Library displays are planned, organized, and implemented by library staff. They are used to highlight the library's collection and inform the public.

Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Smith Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Name of Exhibitor: _____

Phone Number or Email: _____

Display location in the library (circle one):

Glass Exhibit Case in the Lobby

Wall along the main corridor

Dates of Exhibit: _____

Description of materials loaned:

Signature _____ Date _____

Monthly Report for the Library Advisory Board

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

March 24, 2022 - April 20, 2022

Attendance at Events:

- Storytimes 845
- Kids Programs 34
- Teen Programs 19
- Adult Programs 76
- Outreach 109
- Business Card Exchange 105

Circulation Statistics:

- Circulation (Check-outs + Renewals) 44,072
- Visitors 11,716
- New Borrowers 362
- Drive-Thru Transactions 244
- Number of Holds Processed 3,187

Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	March 2022	February 2022	January 2022	December 2021
Unique Users	11,889	11,592	13,418	12,308
Check-Outs	55,130	50,756	57,178	51,478
Holds	21,859	20,387	23,914	19,303
Purchases	669	465	792	705

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
December 2021	102	2	24	83	48	5	23	287
January 2022	148	4	13	84	39	4	35	327
February 2022	161	2	51	66	42	4	49	375
March 2022	197	5	50	101	47	11	50	461

Kanopy				
Stats	Visits	Pages	Plays	Minutes
December 2021	542	735	167	4,131
January 2022	611	902	172	4,735
February 2022	472	664	167	3,959
March 2022	680	991	129	3,811
Plays by Device	Tablet	Desktop	Mobile	Television
December 2021	0.60%	46.70%	14.40%	38.30%
January 2022	8.70%	47.70%	11.60%	32.00%
February 2022	3%	42.5%	31.7%	22.8%
March 2022	26.4%	24%	27.1%	22.5%

Meetings/Training Highlights:

- 3/24/22 Ofilia, Yvonne, Cheryl and Priscilla participated in Collin College's Shamrock Fest.
- 3/24/22 Ofilia met with Michelle Bellamy, Tech Teacher @ WHS for the final walk-through for the Cyber Security Event.
- 3/25/22 Ofilia assisted Kristina with the Facebook Live event with the Mayor.
- 4/4/22 Ofilia attended Municode Training.
- 4/6/22 Ofilia did a phone interview with a candidate for the Assistant Director position.
- 4/7/22 Interviewed 2 candidates for the AD position.
- 4/7/22 Ofilia attended the Rotary Club Meeting.
- 4/7/22 Ofilia and Cheryl did library card sign-up @ Groves Elementary Kindergarten Round-Up.
- 4/8/22 Interviewed 1 candidate for the AD position.
- 4/8/22 The Mayor did a National Library Week Proclamation at the Library with staff and patrons.
- 4/8/22 Ofilia did two phone interviews for the Admin position.
- 4/8/22 Ofilia met virtually with Carmen to review the Rec Center presentation for Council.
- 4/8/22 Ofilia, Cheryl and Debbie worked on the lobby display of Mrs. Stafford's quilts.
- 4/12/22 Ofilia and Debbie attended the Summer Kick-Off walk-through.
- 4/12/22 Ofilia attended the City Council Meeting.
- 4/13/22 Ofilia attended the Taste of Wylie volunteer meeting.
- 4/13/22 Ofilia, Cheryl and Laura interviewed a candidate for the Admin Assistant position.
- 4/13/22 Ofilia and Veronica attended the monthly Garden Committee meeting.
- 4/14/22 Ofilia, Debbie and Stephanie filmed the annual Summer Reading video.
- 4/14/22 Ofilia did a phone interview for the Administrative Assistant position.
- 4/14/22 Ofilia, Cheryl and Laura interviewed a candidate for the Assistant Director position.
- 4/18/22 Ofilia attended the Texas Municipal Library Directors Association (TMLDA) Mid-Year virtual meeting.
- 4/19/22 Ofilia attended the Friends of the Wylie Historical Society meeting.
- 4/19/22 Ofilia attended the Friends of the Library meeting.
- 4/20/22 Ofilia, Debbie and Elizabeth did a final interview for the Assistant Director position.
- 4/20/22 Ofilia, Cheryl and Laura interviewed a candidate for the Administrative Assistant position.

Misc. Information:

- 3/26/22 First community-wide Cyber Security Event hosted by the library with programs by Wylie High School students.
- 3/30/22 The sorter evaluation team's deadline to submit bid scores to the Purchasing Manager.
- 4/4/22 - 4/9/22 National Library Week.
- 4/5/22 National Library Workers Day.
- 4/15/22 Library Closed for Good Friday
- 4/16/22 National Librarian's Day

Upcoming Library Programs - May 2022

Adults

Asia Pop Meetup

Saturday, May 14 @ 2:30PM

Join our group for adult fans of anime, manga, and Asian pop culture. The group meets bimonthly on the second Saturday.

Genealogy Tuesday

Tuesday, May 17 @ 6:00PM

Welcome to our bi-monthly mix of formal and informal learning about all things genealogy.

Medicare 101

Tuesday, May 17 @ 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.

Small Business Investing & Strategy

Wednesday, May 25 @ 6:30PM

Kristi Denham, LPL Financial Advisor at Jal Dennis Group can't wait to uncover the variety of different retirement plans and investing strategies out there for small business owners! She finds that many people just know about the 401k plan and don't really know about the other choices that are out there.

Storytime is on a break until Jun 6, 2022.

All Kids and Teen programming is on a break to prepare for Summer Reading.

April 2022 Items for Future Agenda:

- Sorter Process
 - Result of bid review
- FY 23 Budget
 - Library department presentation tentatively scheduled for May 10
- Policies up for review
 - Confidentiality of Library Records
 - Patron Behavior
- Friends of the Library Events
 - Local Garden Tour Fundraiser
 - Annual Booksale July 23
 - Shop of Curiosities Show October 25 (tentative)
- Summer Reading Club and Events
 - Theme: Ocean of Possibilities and Dive In
 - Events and details on our site May 2
 - Reading club begins May 23
 - Summer Kick-Off Event June 3
 - Prizes begin June 13 - August 6