

# Wylie Library Advisory Board Regular Meeting

January 22, 2024 – 7:00 PM

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



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## CALL TO ORDER

Staff Spotlight: Veronica McKay, Children's 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 November 27, 2023 Meeting Minutes

## WORK SESSION

[WS1.](#) Review the monthly report

[WS2.](#) Review upcoming programs

[WS3.](#) Review strategic plan

## ADJOURNMENT

## CERTIFICATION

I certify that this Notice of Meeting was posted on January 19, 2024 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

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Stephanie Storm, City Secretary

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Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



# Library Advisory Board

## Minutes

**In-person Meeting**  
**November 27, 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, Roberta Schaafsma, Justin Strauch, Monica Munoz, Zachary Todd & Ofilia Barrera, Board Liaison. Board members not present: Brian Ortiz, Toshia Kimball

### **STAFF SPOTLIGHT**

*Laura Condit, Technical Services Librarian*

Laura has been with the library since 2007. She provided a general overview of the Technical Services Department, statistics related to the library collection, and presented physical examples of different degrees of wear-and-tear/damage that library items can sustain and how those items are repaired or replaced. Some of the changes in technology and how those have impacted the library collection were also discussed briefly.

### **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 October 23, 2023 Library Board Meeting.**

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

→ The Library Board Minutes of October 23, 2023.

- ◆ Justin encouraged everyone to review the minutes; there were no questions or changes requested.
  - Roberta made a motion to approve the minutes as presented.
  - Irene seconded the motion.

All votes were in favor; the motion passed 4-0. (Zach abstained from voting)

## REGULAR AGENDA

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### WORK SESSION – DISCUSSION ITEMS

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#### WS1. Review and approve the revised Borrower Policy

Revisions included:

- Reduction in DVD fine from \$0.50/day to \$0.10/day.
  - Limit lifted on the number of DVD's that may be checked out.
  - Extended Use Fees/Fines will no longer be itemized in the borrower policy, instead these may be found in the Wylie, TX - Code of Ordinances, Appendix C.
  - Generalized all check out limits.
  - Temporary library cards will continue to be offered online, specifically for the use of the digital library and online resources.
  - Roberta expressed concern regarding the verbiage under Eligibility for a Library Card:
    - Former wording: Residents and Nonresidents (18 and older).
    - Revised wording: Adults (18 and older).
    - Discussion ensued.
  - Justin asked to confirm who approves changes made to the schedule of fees by library staff.
    - ◆ Any changes made are presented to the Wylie City Council for approval because it is an ordinance.
  - Justin asked if there were any other questions concerning the revisions to the Borrower Policy. There were none.
    - Irene made a motion to approve the policy with the changes.
    - Zach seconded the motion.
- All votes were in favor; the motion passed 5-0.

#### WS2. Review the monthly report

Oflia indicated that the library was closed two additional days during the reporting period which may account for a small dip in numbers. She walked through the report with the Board and will provide data related to the library app in January.

- Justin inquired about open positions.
  - ◆ Two part-time positions are being interviewed for.
    - One position is in the Circulation Department.
    - One position is for a Reference Assistant in Youth Services.
- Justin asked if there are any big staff trainings planned given the number of new employees.
  - ◆ Typically staff are trained individually as each department and job are unique in what they do.
  - ◆ The In Service Day for the library is a large staff training once a year.
  - ◆ The City also provides an In Service Day for all city employees in September.
- Justin mentioned the anticipated opening of the dog park and asked if staff anticipate any problems with patrons bringing dogs into the library.
  - ◆ In preparation for the December opening, staff have been reminded of the Animals in the Library Policy.
- Justin asked what a maintainable monthly goal for circulation would be.
  - ◆ Typically about half of the collection is checked out at any one time, with that increasing during summer months to around 65%, ideally 50% to 70% is the goal.



**WS3. Review December 2023/January 2024 programs and holidays**

Oflia reminded members that this list spans two months because this is the last meeting for the year.

- All the usual book clubs and regular library programs will occur, with the exception of a couple December dates for My Very Own Book Club and Idea Lab.
- Holiday Harps is a special event tomorrow, 11/28/23, in the library foyer at 6:00pm.
- The Winter Reading Challenge for kids kicks off on January 5th.
- Also have a Martin Luther King Day treasure hunt in January for kids.
- Upcoming holiday closures:
  - Christmas - Friday, December 22 through Monday, December 25
  - New Year's - Monday, January 1
  - MLK Day - January 15

**WS4. Review Spooky Night and Murder Mystery Night**

These events were the big fall programs for the Friends of the Library

- Spooky Night had about 400 people in attendance and included a costume contest.
- Murder Mystery Night was the first program of this type and 66 people attended. It was a big success and there are plans to have another one in May that will tie in to the theme for the Adult Summer Reading program: Only Murders in the Library.

**ADJOURNMENT**

Zach made a motion to adjourn the meeting. Irene seconded the motion. All votes were in favor; the motion passed 5:0. The meeting adjourned at 7:49pm.

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**Justin Strauch, Chair**

## Monthly Report for the Library Advisory Board

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

	Dec 21 - Jan 17	Nov 16 - Dec 20	Oct 19 - Nov 15
<b>Storytime</b>	51	1008	986
<b>Kid Events</b>	37	176	453
<b>Teen Events</b>	22	16	27
<b>Adult Events</b>	21	156	164
<b>Outreach</b>	0	11	151
<b>Business Exchange</b>	104	108	92
<b>Circulation</b>	41,852	36,490	44,075
<b>Visitors</b>	12,046	11,464	14,454
<b>New Borrowers</b>	440	326	346
<b>Drive-Thru</b>	201	195	237
<b>Holds Processed</b>	4,156	3,895	4,157
<b>Ancestry</b>	<b>Sessions</b>	<b>Searches</b>	
Oct 2023	31	435	
Nov 2023	36	563	
Dec 2023	40	652	
<b>Creativebug</b>	<b>Sessions</b>	<b>Total Video Views</b>	<b>Hours Viewed</b>
Oct 2023	10	29	4.55
Nov 2023	24	69	8.34
Dec 2023	14	16	3.27
<b>Data Axle</b>	<b>Log-ins</b>	<b># of Searches</b>	<b>Total Records Downloaded</b>
Oct 2023	17	148	2,262
Nov 2023	13	102	1,459
Dec 2023	15	101	994
<b>Gale Courses</b>	<b>Enrollments</b>	<b>Total Course Log-ins</b>	<b>Total Minutes in Class</b>
Oct 2023	20	95	10,635

Nov 2023	18	106	12,796
Dec 2023	12	136	18,529
<b>Mango Languages</b>	<b>Total Sessions</b>	<b>Total Learning Time</b>	<b>Average Learning Time</b>
Oct 2023	128	15:18:26	0:08:12
Nov 2023	82	8:29:56	0:07:04
Dec 2023	59	9:42:39	0:10:59
<b>Udemy</b>	<b>Active Users</b>	<b>Courses Enrolled</b>	<b>Video Mins</b>
Oct 2023	63	191	17,406.5
Nov 2023	58	110	12,992.20
Dec 2023	62	162	15,725.5

<b>Library App</b>	<b>Devices</b>	<b>Launches</b>	<b>New Devices</b>
Oct 2023	329	1,136	304
Nov 2023	450	2,135	219
Dec 2023	531	2,603	191

**Digital Resources Usage:**  
**(Presented by calendar month)**

<b>Libby (Overdrive)</b>				
<b>Totals for Consortium</b>	<b>December 2023</b>	<b>November 2023</b>	<b>October 2023</b>	<b>September 2023</b>
<b>Unique Users</b>	14,822	14,740	14,784	14,722
<b>Check-Outs</b>	58,716	58,516	60,673	58,805
<b>Holds</b>	25,401	24,842	26,370	25,201
<b>Purchases</b>	911	483	826	1,344

<b>Hoopla Circulation Counts by Month:</b>								
	<b>Audio</b>	<b>Binge</b>	<b>Comics</b>	<b>Ebooks</b>	<b>Movies</b>	<b>Music</b>	<b>TV</b>	<b>Total</b>
<b>Sept 2023</b>	1,226	28	122	437	131	59	34	2,037
<b>Oct 2023</b>	1,271	29	137	508	123	55	29	2,152
<b>Nov 2023</b>	1,175	28	116	525	126	39	55	2,064
<b>Dec 2023</b>	1,248	23	124	480	123	55	67	2,120

<b>Kanopy</b>				
<b>Stats</b>	<b>Visits</b>	<b>Pages</b>	<b>Plays</b>	<b>Minutes</b>
<b>Sept 2023</b>	3,035	3,891	556	15,836
<b>Oct 2023</b>	3,675	4,148	390	12,904
<b>Nov 2023</b>	4,104	4,719	420	10,561
<b>Dec 2023</b>	3,774	4,369	504	15,412
<b>Kanopy</b>				
<b>Plays by Device</b>	<b>Tablet</b>	<b>Desktop</b>	<b>Mobile</b>	<b>Television</b>
<b>Sept 2023</b>	28.2%	9.4%	21.6%	40.8%
<b>Oct 2023</b>	22.1%	23.3%	13.8%	40.8%
<b>Nov 2023</b>	34.0%	22.6%	11.7%	31.7%
<b>Dec 2023</b>	34.5%	19.8%	17.1%	28.6%

**Meetings/Training Highlights:**

- 11/14/23 Weekly Admin Team 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
- 11/17/23 Monthly Librarian meeting
- 11/17/23 Ofilia and Lisa weekly meeting
- 11/21/23 Ofilia and Lisa attended the Friends of the Library meeting
- 11/30 - 12/6 Lisa and Ana attended TLCU Training
- 11/30/23 Ofilia attended the Rotary meeting
- 12/1/23 Hosted Collin County Library Leaders meeting
- 12/2/23 Ofilia attended the staff meeting
- 12/5 & 12/6/23 Lisa attended Supervisory Leadership Training online
- 12/8/23 Lisa went over Safety Training with Travis
- 12/11/23 Ofilia and Lisa met to work on the TMLDA Award application
- 12/13/23 Ofilia and Veronica attended the Library Garden Meeting
- 12/13/23 Lisa went over Safety Training with Brian and Zury
- 12/20/23 Ofilia and Lety one on one
- 12/20/23 Ofilia attended a webinar: High Performance Leadership - Onboarding
- 12/21/23 Ofilia and Lisa gave Leadership Wylie a tour of the building
- 12/28/23 Interviews for the YS Ref Assistant PT position
- 1/8/24 Ofilia began the Professional Development Academy through ICMA
- 1/16/24 Lisa attended Director Staff Meeting
- 1/16/24 Lisa attended the Friends of the Library Meeting

**Misc. Information:**

- 11/23 -11/25/23 Library closed for Thanksgiving
- 11/21/23 Ofilia and Lisa decorated the library tree in downtown Wylie in front of the Wylie News
- 12/1/23 Staff holiday party
- 12/2/23 Various staff attended the Employee Holiday Open House
- 12/18/23 Various staff attended the City Council luncheon
- 1/10/24 Various staff attended the annual Employee Banquet
- 1/16-1/19/24 Ofilia - vacation

## Upcoming Library Programs - January/February 2024

### Adults

#### **Anime Watch Party**

Tuesday, January 23 @ 5:30PM

Set aside some time to catch up on anime on your to-be-watched list. Vote from now till December 28 on which title to watch.

#### **3D Printer Demo**

January 17, 2024 @ 5:30PM

Curious about the world of 3D printing? Join us for a 3D Printer demonstration and Q&A session.

#### **African Stories**

Saturday, February 10 @ 2:00PM

Storyteller Toni Simmons wraps her audience in African folklore and African American history through the use of rhythms, songs, and audience participation. Everyone is welcome.

#### **Cello Concert**

Saturday, February 24 @ 2:00PM

Chase the winter blahs away with the rich sounds of the cello. Christina Null performs. Everyone is welcome. No registration necessary.

#### **3D Printer Demo**

February 28, 2024 @ 5:30PM

Curious about the world of 3D printing? Join us for a 3D Printer demonstration and Q&A session.

### 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 &amp; 11:00am

**Sensory Storytime**

Pre-K - 2nd Grade

First Saturdays 10:15am

**Kids****Kids Winter Reading Challenge**

For K - 6th graders

January 5 - March 9

Pick up a game board at the library or print one at home. Mark an "X" on each spot for every book you read. Read 5 books to land on a snowflake and receive a small prize while supplies last.

**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.

February 15 &amp; 20

*Dragon Noodle Party* by Ying Chang Compestine**BeTween Book Club**

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

February 13

*Out of My Mind* by Sharon Draper**Idea Lab**

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

January 25

LEGO Free for All

February 22

No Sew Heart Pillows

**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!

February 8

*Opposite of Always* by Jason Reynolds

### **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.

February 15

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

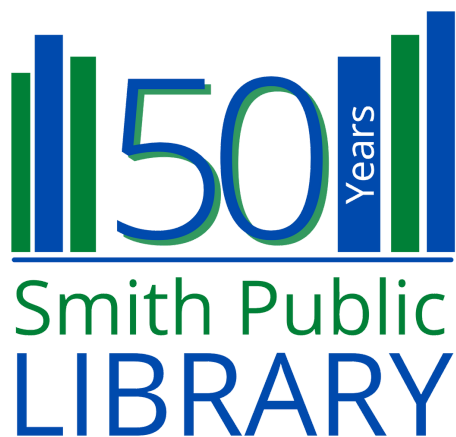
7th-12th graders only. Registration required. Space may be limited for specific meetings.

February 1 - Campaign 2 (Part 1)



# Strategic Plan 2021-2024

RITA AND TRUETT  
SMITH PUBLIC LIBRARY  
INSPIRE INFORM INTERACT





## Statement from the Library Director

The Smith Public Library recently celebrated 50 years of service and we are excited to propose this plan as the next step for the future of the library. Our mission, Inspire Inform Interact, is the basis for everything we do. We have faced so many challenges due to the COVID-19 pandemic. It has changed the way we do things and some of those changes have made us better. We have learned that in times of great uncertainty, we can and will rise to the challenge. From implementing new services to keeping in touch with our community via social media, I am immensely proud of the work and dedication our staff showed throughout the past year. Looking forward, we hope to continue that level of dedication and service. Our ultimate goal is to keep building on the legacy left to us by Rita and Truett Smith and to create a space for the community to grow, learn and innovate.

**OFILIA BARRERA**

*Library Director*

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# Library Snapshot

01/22/2024 Item WS3.



INSPIRE INFORM INTERACT

"The opportunities and offerings at Smith Public Library are endless".  
-M. Munoz

## Fiscal Year 2020

By the Numbers



# 446,265

## Check Outs



# 66,518

Holds Processed



Since April 2020

# 67

Homebound Deliveries

# 3,424

People



Used our new Drive-Through Services

Including

# 50,561

Digital Items



# 4,844

Online Learning Sessions

# 629

People Enrolled in Online Classes

"...approachable, available, distinctive, exceptional, impactful, noteworthy, one of a kind, & outstanding. It has enhanced my life immeasurably..."

-B. Sullivan

# 22,950



# 502

Events  
In-Person  
& Virtual



# 166,878

Event Attendance

People Searched  
Online Resources



# Guiding Statements

## Library Mission Statement

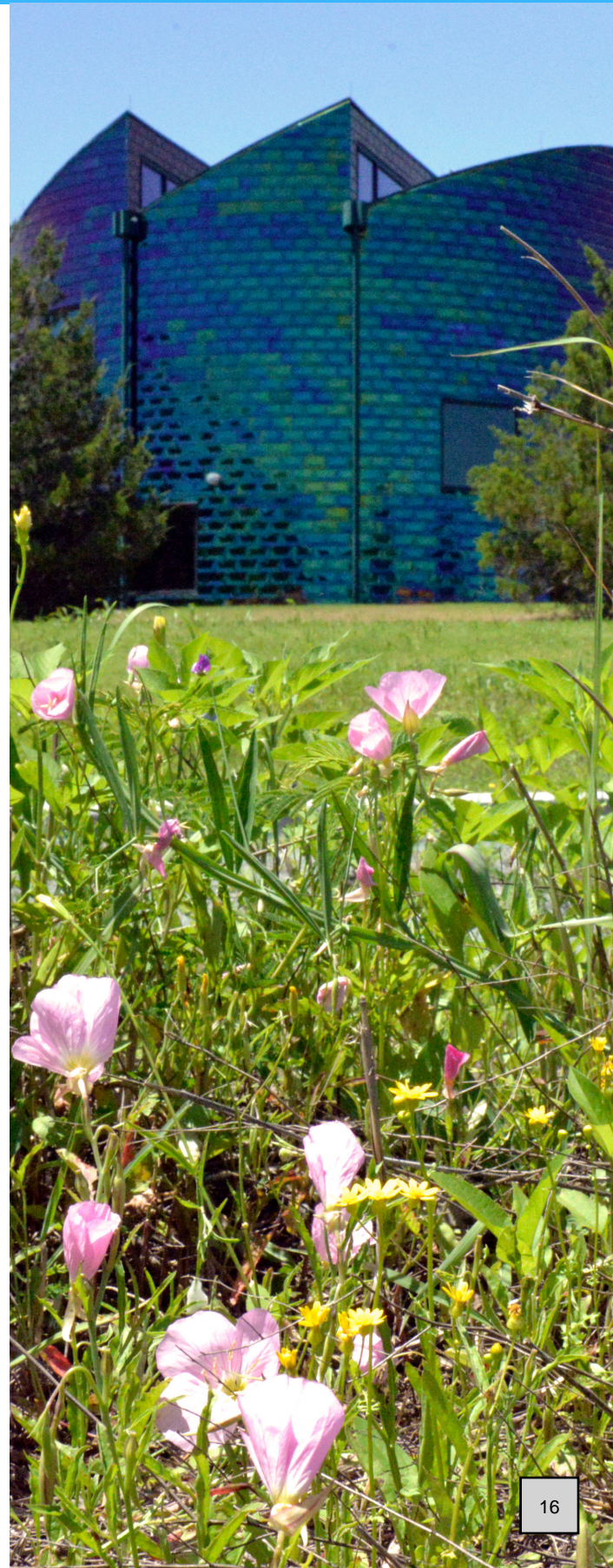
Inspire Inform Interact

## Library Vision Statement

The Smith Public Library endeavors to anticipate community needs resourcefully through innovative library services.

## Guiding Principles

1. Promote literacy and lifelong learning
2. Support intellectual freedom
3. Access for all by creating a welcoming community
4. Build strong partnerships
5. Adapt and innovate



# The Process

## Planning Process

The planning process has taken almost a full year. We surveyed patrons, non-users, staff and Library Board members to try and determine what is most important to them. All of our strategic plan objectives fall into six main categories: Customer Service, Facilities, Outreach, Programs, Staff Empowerment and Technology. We have used our Mission Statement to highlight our core services and to help organize each objective.

## Acknowledgements

The Smith Public Library would like to thank the staff, patrons and Library Board members for their guidance and feedback during this process. We would also like to acknowledge the City of Wylie leadership staff for supporting the library and all of its endeavors. And finally, we are eternally grateful to Rita and Truett Smith for leaving us with such an important legacy.

### PHOTO

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*The original library location at First State Bank in downtown Wylie.*



# Inspiring love of reading through collections, programs and welcoming spaces

01/22/2024 Item WS3.

Readers of all ages find inspiration at the Smith Public Library. Book displays and collections spark curiosity and innovation, and the library's fun and interactive programs create a catalyst for connection. The welcoming environment enhances the opportunity for discovery and for community collaboration.

## Core Services:

- Print, audio-visual, and electronic resources for all ages
- Summer reading and learning programs for all ages
- Book clubs and programs for all ages
- Inspiring displays that promote reading
- Welcoming and a variety of spaces where people of all ages may enjoy the Library
- Delivery service to residents who are unable to visit the library due to impairment

## Objectives:

### Customer Service

- Collect materials that represent a diverse community
- Expand STEAM kits to include specialized content targeting specific issues and interests

### Facilities

- Explore the possibility for more private study spaces
- Replace existing sorter
- Create more accessible spaces for all abilities

### Programs

- Provide opportunities for patrons to interact to spark inspiration

### Technology

- Adapt existing computer lab and business center into a more relevant space for patrons

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# Informing the community through staff, partners and technology

01/22/2024 Item WS3.

The Smith Public Library takes pride in distributing information for the purpose of knowledge and growth. Knowledgeable staff, partnerships and technology are the foundation for encouraging lifelong learning. The library is dedicated to having access to technology and information for all. We strive to create a meaningful learning environment for staff and users.

## Core Services:

- Staff expertly assisting the community in accessing information, resources, and library services
- A physical collection of over 119,000 items and over 50,000 digital items.
- Social media informing the community of library resources
- Partnerships with City departments, community organizations and cultural groups, offering resources and events
- Language learning opportunities, continuing education, and development of job skills through online databases
- Spanish, Vietnamese and French language collections to meet community needs
- Educational programming for all ages

## Objectives:

### Customer Service

- Find new ways to inform patrons of basic library services
- Make our website and social media more accessible

### Outreach

- Establish a monthly e-newsletter
- Strengthen our social media presence with more interactive, tag-worthy posts
- Find new ways to get details on what is happening at the library to users and non-users

### Staff Empowerment

- Create a culture of learning for library staff

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# Interacting with our community through programs, outreach and technology.

01/22/2024 Item WS3.

This past year has taught us how important interaction is. Whether it is virtual or in-person, having that one on one connection with each other is what makes our library so special. We strive to offer programs, outreach opportunities and technology that brings people together resulting in meaningful, lasting interactions.

## Core Services:

- Storytimes promoting early literacy skills
- Science, arts and crafts, and educational technology programs for children, tweens, and teens
- 1000 Books Before Kindergarten and parenting workshops supporting parents, caregivers, and educators
- Reading challenges throughout the year for all ages
- Meeting rooms, study rooms and spaces for public use
- Civic resources such as income tax forms and voter registration
- Drive-thru window for convenient holds pick-up

## Objectives:

### Customer Service

- Explore credit card payment options for printing and paying fines or fees online
- Expand library service to include free or low-cost non-traditional benefits

### Outreach

- Sustain existing partnerships, while finding opportunities for new ones

### Programs

- Create opportunities off-site to connect with library staff

### Technology

- Library App
- Upgrade gaming systems in the teen room

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# Next Steps

The Smith Public Library acknowledges that some of these objectives are more easily achieved than others. Some may only be accomplished through additional funding, grant opportunities, or the redeployment of staff and resources. Library leadership will work to advise on setting the priorities for this process. With proper resources in place, library staff will work towards accomplishing these objectives, along with the Library Advisory Board, City Management and community partners.



## Library Action Plan

- Establish strategies for each objective
- Gather additional community input when appropriate
- Identify optimal partners or resources
- Commit to relevant staff training
- Research best practices from the wider library community
- Be fiscally responsible
- Evaluate objectives and identify any needed changes as we move forward



