

# Wylie Library Advisory Board Regular Meeting

July 28, 2025 – 7:00 PM

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



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## CALL TO ORDER

Introduce new Board Members

Staff Spotlight: Lisa Galletta, Assistant Director

## 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 June 23rd meeting.

## REGULAR AGENDA

1. Nominate and vote on a Board Chair
2. Nominate and vote on Board Vice Chair

## WORK SESSION

WS1. Overview of the Collection Development Policy

WS2. Update on FY 26 Budget

WS3. Review monthly report

## ADJOURNMENT

## CERTIFICATION

I certify that this Notice of Meeting was posted on July 25, 2025 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**  
**June 23, 2025 – 7:00 p.m.**  
**Council Chambers**

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

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

### **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 April 28, 2025 Library Advisory Board Meeting minutes.**

#### **Board Action:**

A motion was made by Brian Ortiz, seconded by Toshia Kimball, to approve the minutes as presented. A vote was taken and the motion passed 6-0.

### **WORK SESSION – DISCUSSION ITEMS**

#### **WS1. Priscilla's Play Wall Opening.**

A few photos and a brief recap of the reception for the unveiling and opening of Priscilla's Play Wall were shared by Ofilia Barrera.

#### **WS2. Friends of the Library Upcoming Events.**

Ofilia Barrera highlighted three upcoming events for the Friends of the Library. During the Fourth of July fireworks celebration on July 3rd, the Friends will be holding a fundraiser with sales of glow-in-the-dark items. The Annual Book Sale will take place on July 19th following the Pre-Sale, for members only, on the evening of July 18th. Mini Golf in the Library returns for a second year on August 9th.

**WS3. Update on Budget FY 26.**

Ofilia Barrera provided an update on the budget planning for Fiscal Year 2026. All city departments will be making sacrifices; for the library, the area that may see the biggest change is databases.

**WS4. Review monthly report.**

Ofilia Barrera presented the Board with statistics regarding program attendance and resource usage for the period of March 20, 2025 to June 17, 2025. The Juneteenth holiday accounts for one less day within the report period. The significant increase in attendance for Kids Events during May 22nd to June 17th was attributed to the Summer Kick Off event. Some of the potential changes to the databases offered, with regard to the next fiscal year budget, were discussed.

**ADJOURNMENT**

A motion was made by Irene Chavira, seconded by Toshia Kimball, to adjourn the meeting at 7:37 p.m. A vote was taken and the motion passed 6-0.

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**Justin Strauch, Chair**

**Rita & Truett Smith Public Library**  
**Collection Development Policy**  
**Approved by the Library Advisory Board**  
**June 27, 2023**

### **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* (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.
  - 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 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.



# COLLECTION DEVELOPMENT POLICY REVIEW

Rita & Truett Smith Public Library  
Collection Development Policy Overview  
Focus: Stating Concerns About Library Materials

Current policy reviewed and approved by  
the Library Advisory Board June 27, 2023



# PURPOSE OF THE POLICY

- To define guidelines for the collection.
- The collection serves general, educational, recreational, and entertainment needs.
- Reflects community diversity.
- Digital policy applies only to library-owned titles.

# INTELLECTUAL FREEDOM

- Patrons choose what to read or borrow.
- Library supports ALA & Texas Library Association principles.
- Parents/guardians are responsible for their children's use.



# WHO CAN SUBMIT A CONCERN?


Stating Concerns About Library Materials

This section outlines the formal process for Wylie residents who wish to challenge materials in the collection.

- **Must be a Wylie resident**
- **Must have a library card in good standing for 6+ months**



# STEPS FOR STATING CONCERN



1. Read/watch/listen to the entire item.

2. Read the full Collection Development Policy.

3. Speak with the supervisor over the item's section.

4. If unsatisfied, speak with the Library Director.

5. If still unsatisfied, submit a formal letter to the Library Advisory Board.

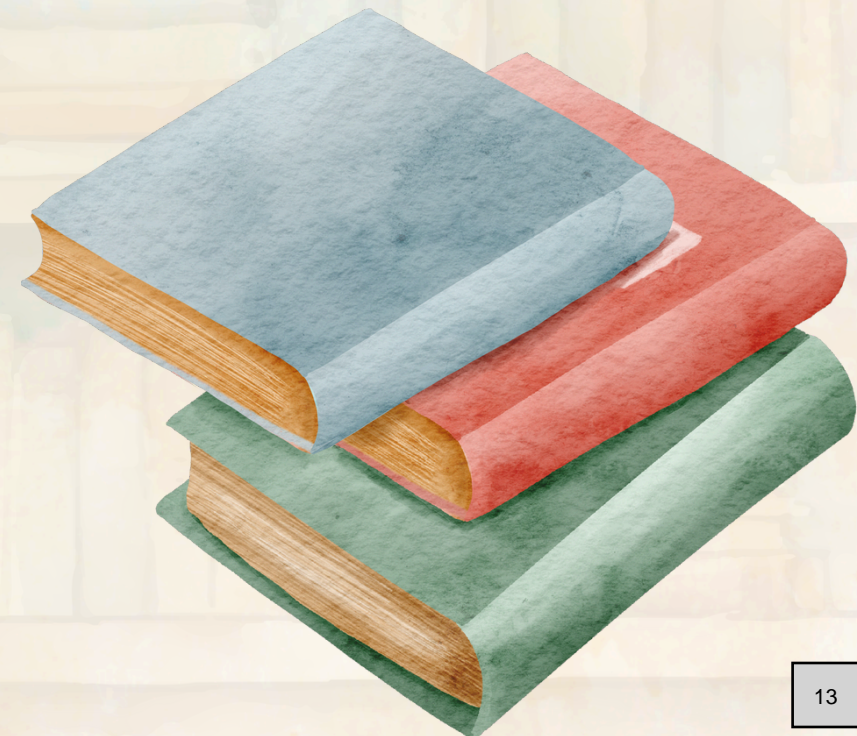


# THE LETTER MUST INCLUDE

- Title of the material.
- Reason for objection.
- Complainant's name, card number, address, contact info.

**ANONYMOUS REQUESTS ARE NOT CONSIDERED.**

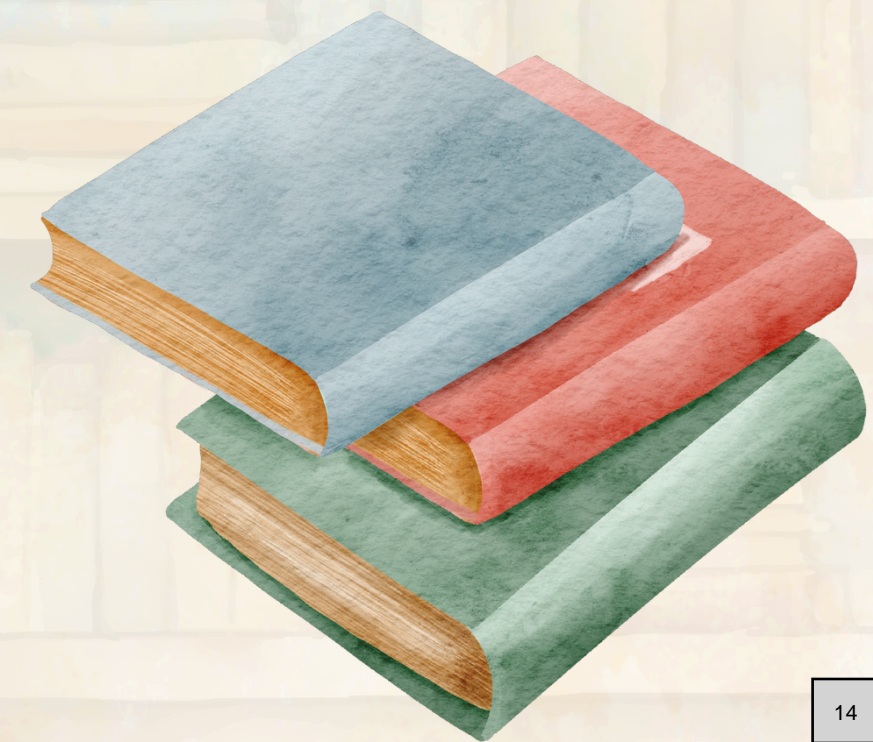
“Smith Public Library selects a wide variety of materials that satisfy the diverse interests of our community. The library's varied collection is available to all; however, it is not expected all of the collection will appeal to everyone.”





# REVIEW PROCESS

- Library Advisory Board reviews request within 90 days.
- The Board may elect to accept the review already done by staff.
  - If the Board votes to do this, then the review process ends there.
- Alternatively, they may form a review committee:
  - Up to 3 board members (chosen by the Board).
  - Up to 3 library staff members (chosen by the Library Director).





# COMMITTEE RESPONSIBILITIES:

THE REVIEW COMMITTEE SHALL DETERMINE WHETHER THE MATERIAL IN QUESTION MEETS THE STANDARDS OF THIS COLLECTION DEVELOPMENT POLICY.

- Each committee member independently reviews the material.
- Coordinate a discussion within 60 days.
- Materials judged as a whole, not by selected passages.
- The item remains available during the review process.
- Make a recommendation to the board at a regular board meeting.



# 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 reevaluation for five years.**



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

## Monthly Report for the Library Advisory Board

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

	June 19 - July 23	May 22 - June 18*	April 24 - May 21
Storytime	1,286	959	221
Kid Events	1,405	3,186	120
Teen Events	119	28	15
Adult Events	121	114	66
Outreach	61	189	499
Business Exchange	210	192	218
Circulation	81,770	58,717	45,975
Visitors	27,807	22,193	14,492
New Borrowers	900	799	471
Drive-Thru	370	256	392
Holds Processed	8,654	6,254	5,414
		*Circ numbers updated (Juneteenth Holiday)	
<b>Ancestry</b>	<b>Sessions</b>	<b>Searches</b>	
Apr 2025	9	49	
May 2025	13	219	
Jun 2025	10	182	
<b>Creativebug</b>	<b>Sessions</b>	<b>Total Video Views</b>	<b>Hours Viewed</b>
Apr 2025	4	3	0.06
May 2025	12	74	7.49
Jun 2025	14	38	3.77
<b>Data Axle</b>	<b>Log-ins</b>	<b># of Searches</b>	<b>Total Records Downloaded</b>
Apr 2025	28	133	4,705
May 2025	20	134	1,408
Jun 2025	10	17	2

Gale Courses	Enrollments	Total Course Log-ins	Total Minutes in Class
Apr 2025	25	222	20,905
May 2025	27	190	22,365
Jun 2025	12	142	22,046
Pronunciator	Registrations	Logins	
Apr 2025	4	14	
May 2025	16	38	
Jun 2025	16	41	
Udemy	Active Users	Courses Enrolled	Video Mins
Apr 2025	66	155	11,439.2
May 2025	70	193	13,597.0
Jun 2025	69	286	14,757.0
Library App	Devices	Launches	New Devices
Apr 2025	1,166	6,216	154
May 2025	1,260	6,346	201
Jun 2025	1,451	8,129	277

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

Libby (Overdrive)			
Totals for Consortium	April 2025	May 2025	June 2025
Unique Users	18,119 SPL - 2,027	18,894 SPL - 2,114	19,325 SPL - 2,208
Check-Outs	69,353 SPL - 7,266	69,953 SPL - 7,723	70,242 SPL - 8,009
Holds	33,805	33,338	35,440
Purchases	597	959	896



<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>April 2025</b>	1,271	35	127	591	149	61	108	2,342
<b>May 2025</b>	1,300	43	127	616	205	69	89	2,449
<b>June 2025</b>	1,341	44	115	503	203	49	98	2,353

<b>Kanopy</b>				
<b>Stats</b>	<b>Visits</b>	<b>Pages</b>	<b>Plays</b>	<b>Minutes</b>
<b>April 2025</b>	1,852	2,285	386	10,034
<b>May 2025</b>	2,084	2,635	509	17,056
<b>June 2025</b>	1,843	2,374	574	17,320
<b>Kanopy</b>				
<b>Plays by Device</b>	<b>Tablet</b>	<b>Desktop</b>	<b>Mobile</b>	<b>Television</b>
<b>April 2025</b>	24.4%	4.7%	33.7%	37.3%
<b>May 2025</b>	19.8%	11.4%	40.7%	28.1%
<b>June 2025</b>	23.3%	6.6%	38.5%	31.5%

#### **Meetings/Training Highlights:**

- 6/19/25 Library closed for the Juneteenth holiday
- 6/23/25 Ofilia and Lisa met w/Pathway Hospice to plan Caregiver's Fair
- 6/23/25 Ofilia and Xcena participated in Library Advisory Board meeting
- 6/24/25 Weekly Admin Team Meeting
- 6/24/25 Various staff met w/Library Interiors of Texas to review furniture replacement
- 6/24/25 Ofilia attended the Board reception
- 6/24/25 Ofilia attended the City Council meeting
- 6/26/25 Ofilia attended the Rotary Club Meeting
- 6/26/25 Ofilia met with Dublin, City Intern
- 6/26/25 Ofilia one on one with Elizabeth

- 6/27/25 Ofilia and Lisa weekly meeting
- 7/1/25 Ofilia attended the staff meeting
- 7/1/25 Weekly admin team meeting
- 7/3/25 Friends of the Library sold patriotic light up items at the City's firework event
- 7/8/25 Ofilia attended the City Council meeting
- 7/10/25 Ofilia attended Wylie Historical Society Meeting
- 7/11/25 Staff meeting with CM and HR re:FY 26 benefits
- 7/15/25 Lisa attended Matching Funds Training webinar
- 7/15/25 Ofilia attended TWTH meeting
- 7/15/25 Ofilia and Lisa attended the Friends of the Library meeting
- 7/16/25 Ofilia met w/Lillian re:volunteers for TWTH
- 7/16/25 Ofilia met w/Library Garden Committee re:upcoming programming
- 7/16/25 Ofilia and Debbie one on one meeting
- 7/18/25 Ofilia and Lisa worked the Friends of the Library presale
- 7/19/25 Admin team assisted with the Friends of the Library Annual Book Sale
- 7/22/25 Ofilia and Lisa met w/Pathway Hospice to plan Caregiver Fair
- 7/22/25 Ofilia and Lisa attended the CityCouncil Meeting