

Wylie Library Advisory Board Regular Meeting

March 28, 2022 – 7:00 PM

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



CALL TO ORDER

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.

Staff spotlight: Veronica McKay, Youth Services Librarian

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.](#) Approve the minutes from the February 28, 2022 meeting.

REGULAR AGENDA

[1.](#) Review and approve the updated 3D Printer Policy

WORK SESSION

WS1. Updates on sorter request and staffing.

[WS2.](#) Review the monthly report with library usage statistics.

[WS3.](#) Review upcoming library programs.

WS4. Updates on FY 23 budget.

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

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on March 25, 2021 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 February 28, 2022 – 7:00 p.m. Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate III, called the meeting to order at 7:03pm. The following Library Board members were present: Juan Azcarate, Toshia Kimball, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison. Board members not present: Kristin Botsford, Carla McCullough, Kristina Jones

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.

PRESENTATION

No presentations were given at the meeting.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the January 24, 2022 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, January 24, 2022.
 - ◆ Roz made a motion to approve the minutes from the January 24, 2022
 - Toshia 2nd the motion, all in favor

WORK SESSION – DISCUSSION ITEMS

1. Staff Spotlight on Elizabeth Tate, Public Service Supervisor

- Ofilia introduced Elizabeth stating she has been working with the library since 2010. She started as the Electronic Services Librarian and was promoted to Public Service supervisor in 2020.
- Elizabeth stated she is in charge of the adult service department which involves overseeing day to day operations, collection development, planning events and outreach.
 - ◆ Elizabeth informed the board that year to date circulation is up 5,000 in the adult department and has already reached prepandemic numbers. 15,000 ebooks have been checked out so far this year in just the adult department. Total circulation in the adult department is 38,000 which is on track for this year.

- The team for the Adult services department is made up of 2 full time librarians, a full time reference assistant, 2 part time reference assistants, and a combination reference assistant, who works with adult and youth, which is currently a vacant position. The full time librarians split up the programming and collection development and outreach as well as working the reference desk.
 - ◆ The senior book club is moving back to the Senior Center on Tuesday's in person again which it has been virtual since March of 2020. Megan, the full time reference assistant, will be taking point on that program.
 - ◆ David, one of the full time librarians, is also going over to the Senior Center on the third Thursday of each month to assist with any tech support issues.
 - Last event he helped 13 people with their tech questions.
 - ◆ Nina is in charge of most of the programming, and she is currently working on summer programs.
 - ◆ The Read More challenge has started up which is like a scavenger hunt with 20 categories of books that gets completed in a year. Last year there were 39 participants and they really enjoyed it. It's a fun way to get people to read outside of their normal category.
- Carla asked what Elizabeth sees changing in the coming year as far as what is coming in or something different that the Adult department plans to do.
 - ◆ Elizabeth stated they are currently looking into a readers advisory service where people ask for a book suggestion based on the last book or show they enjoyed. A librarian can find the patron something they would like to read in a one on one setting.
 - Ofilia stated that Elizabeth and her staff are very good at building relationships with the patrons.

2. Update on staffing including the Assistant Director position

- Ofilia informed the board that the assistant director candidate has rescinded his acceptance of the position.
 - ◆ The job posting has been active again.
 - ◆ Toshia asked if the 2nd candidate would be an option to reach out about the position. The 2nd candidate was over qualified and it would not be the right fit.
 - ◆ Roz asked if there was a timeline to fill the position. Ideally, by the end of March.

3. Review the combined Library Tour and Outreach Policy and the Tour and Outreach Form

- Ofilia stated that the presented policy was created from two policies that were very similar with sections for tours and outreach. The same form was being used for the two policies so that was updated and moved to Google Forms.
 - ◆ Juan asked if a record was kept for how many tour requests the library gets per month.
 - Records are kept, but have not been counted. Busiest seasons are Spring and Fall due to school tours.
 - ◆ Toshia asked about a topical book list. If a teacher calls saying they are discussing a particular subject and asks for a list of books on said topic.
 - ◆ Roz pointed out the redundancies, and a few grammatical errors to be corrected.
- Toshia motioned to approve the policy with the proposed changes. Roz 2nd the motion. All in favor.

4. Review usage statistics and highlights in this new format

- Ofilia presented a weekly report to the board to show what is done day to day.
 - ◆ Roz asked how visitors are counted. The gates that are passed everyday keep count of everyone who passes through.
 - Juan asked who has access to that information. Ofilia and Cheryl, Circulation Supervisor.

- ◆ Toshia asked about the library sorter, and how it is working. It is still working relatively well, it did not jam or act up during the recent ice storm. The library is in the process of getting a new one. One vendor stopped by today and another is going to do their walkthrough tomorrow.
- The board was in favor of the new format for statistics.

5. Review upcoming programs

- Ofilia shared the list of upcoming programs with the board.
 - ◆ Spring Clean your Finances and Become an American Citizen are both new programs.

6. Review upcoming agenda items and important dates

- The RFP decision is made on March 18th by purchasing.
- Budget kickoff for FY 23 is on March 15th.
 - ◆ Not expecting any budget increases or decreases.
- Preview of all the policies needing to be updated.

ADJOURNMENT

Carla made a motion to adjourn the meeting. Toshia 2nd motion; all approved
Meeting adjourned at 7:50pm.

Juan Azcarate III, Board

Rita and Truett Smith Public Library
3D Printer Use Policy
Approved by the Library Board, March 28, 2022

Patrons 18 years of age and older who have a current City of Wylie library card for the Rita and Truett Smith Public Library (the Library) may submit digital designs to be printed on the Library's 3D printer.

A patron must have a Smith Public library card issued in their name and be in good standing as defined by the Library's Borrower Policy.

Children under 17 years of age must be accompanied by a parent or guardian. The parent or guardian must sign a permission form.

Library staff will review submitted files and determine if the object is within the capacity of the printer. The object's size may be limited by the library's current printer

The printer may only be used for lawful purposes and be for objects appropriate for a public library environment. No patron will be permitted to use the Library's 3D printer to create material that is:

- prohibited by local, state or federal law.
- unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- obscene or otherwise inappropriate for the Library environment or violates the Library's Patron Behavior Policy.
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, proprietary or trademark protection.

The Library reserves the right to refuse any 3D print request. Any refusal shall be in writing and include the reason(s) for the refusal. A patron may appeal the refusal to the Library Director within seven days after the denial.

Cost is set by City Ordinance. (see Exhibit A) Payment is due at the time of pickup of the object.

Printed items that are not picked up within 7 business days will become the property of the Library, and may be disposed of as the Library Director deems appropriate. The patron will still be responsible for the cost of the item. Charges will be added to the patron's library account.

The 3D printer may be in full view of the public, therefore, complete privacy may not be possible during the 3D printing process.

Hold Harmless and Indemnification

Patron represents that the printing services requested will not result in a violation of any copyright law, trademark, intellectual infringement or patent law of the item or object to be reproduced. Patron agrees to defend, indemnify and hold harmless the City of Wylie, its officers, agents, and employees against any and all claims, lawsuits, judgments, demands, fines, penalties, costs and expenses for intellectual infringement, patent, copyright or other similar violations suffered by any person(s) to the extent that they arise from Patron's request to use and produce any item or object using the equipment, including but not limited to the three dimensional (3-D) printing service provided by the City of Wylie. Patron, at his or her own expense is also required to pay the City of Wylie, its officers, agents and employee its reasonable attorney fees and costs to defend for such claims. The patron is responsible for object design. Staff will not modify designs submitted for printing. The patron will be notified if the design is unprintable. Patrons must pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the patron. In its sole determination, the Library Director or her/his designee may make exceptions for mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a patron's control.

Monthly Report for the Library Advisory Board

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

February 24, 2022 - March 23, 2022

Attendance at Events:

- Storytimes 811
- Kids Programs 148
- Teen Programs 15
- Adult Programs 50
- Outreach 11
- Business Card Exchange 103

Circulation Statistics:

- Circulation (Check-outs + Renewals) 43,696
- Visitors 11,800
- New Borrowers 358
- Drive-Thru Transactions 257
- Number of Holds Processed 3,918

Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	February 2022	January 2022	December 2021	November 2021
Unique Users	11,592	13,418	12,308	12,208
Check-Outs	50,756	57,178	51,478	51,197
Holds	20,387	23,914	19,303	18,946
Purchases	465	792	705	715

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

Kanopy				
Stats	Visits	Pages	Plays	Minutes
September 2021	564	843	289	4,779
October 2021	583	813	229	5,892
November 2021	881	1,154	218	3,889
December 2021	542	735	167	4,131
January 2022	611	902	172	4,735
February 2022	472	664	167	3,959
Plays by Device	Tablet	Desktop	Mobile	Television
September 2021	5.90%	48.80%	31.10%	14.20%
October 2021	2.20%	64.20%	11.80%	21.80%
November 2021	15.60%	28.90%	21.60%	33.90%
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%

Meetings/Training Highlights:

- 2/25/22 Ofilia and Yvonne met with Caity from Hooopla via Zoom to review services and usage.
- 2/28/22 Ofilia, Yvonne and Cheryl met with vendor about the sorter.
- 3/1/22 Ofilia and Veronica met with members of the Garden Committee to view the prototype for the new garden beds.
- 3/3/22 Ofilia, Debbie and Yvonne participated in a Summer Kick-Off planning meeting.
- 3/8/22 Ofilia attended the SheLeadsGov virtual conference.
- 3/11/22 Ofilia, Debbie and Kelsey met to discuss teen volunteers for the summer.
- 3/11/22 Ofilia attended the monthly Public Library Administrators of North Texas virtual meeting.
- 3/15/22 Ofilia, Yvonne and Debbie attended the budget Kick-off meeting.
- 3/15/22 Ofilia attended the Wylie Historical Society monthly meeting.
- 3/16/22 Ofilia joined Brenda Byboth at Wylie East High to interview candidates for the Rotary Youth Leadership Awards Camp.
- 3/21/22 Ofilia participated in an interview about digital literacy in our community for the Texas State Library and Archives Commission.
- 3/22/22 Ofilia was one of the female employees present to accept the Women's History Month Proclamation at the City Council meeting.
- 3/23/22 The evaluation team met with Glenna to review the bids for the sorter.

Misc. Information:

- 2/23/22 Library closed @ 5pm due to inclement weather.
- 2/24/22 Library closed due to inclement weather.

Upcoming Library Programs - April 2022

Adults

Fashionably Dressed

Saturday, April 2 @ 1:00PM

Clothing historians will display & model the clothing, underpinnings, and accessories of the 19th-century lady, some actual examples from the period. They'll also answer what's historically accurate and what's pure Hollywood. Tea and treats will be provided. Historical dress admired. 9th grade and up welcome.

Medicare 101

Tuesday, April 5 @ 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.

Design the Garden for Pollinators

Tuesday, April 5 @ 6:00PM

Whether your garden is a gorgeous floral retreat or a source of food for your family, you need pollinators to ensure its success. Presented by the Collin County Master Gardeners Association.

Booked on Friday

Friday, April 8 @ 12PM

The City by Koontz

Third Tuesday Book Bunch

Tuesday, April 19 @ 6:00PM

Something in the Water by Hilderbrand

Genealogy Mini Camp

Two days, two different sets of programs.

Tuesday, April 26 @ 4:00PM

Held on Zoom, this evening's topics center around looking at collateral kin to break down brick walls and flesh out your family history.

Saturday, April 30 @ 10:30AM

Meets in person at the library. Dive into DAR archives, DNA, and a special interactive session tailored to give resources to help answer your specific questions.

College Planning and Saving

Wednesday, April 27 @ 6:30PM

Holly O'Brien (The College Concept) & Kristi Denham (Jal Dennis Group) will discuss saving, strategy, and spending for college. They will cover topics like the application process, timelines of testing, applying to school, scholarships, and saving strategically.

Teens

Teen Book Club

April 14th: *Legendborn* by Tracy Deonn

Japanimation

April 21

Our anime and manga club for 7th-12th graders! Join us every third Thursday in the storytime room at 6pm to watch anime, chat about manga, and share artwork with each other. We've also always got Japanese snacks from Mitsuwa Marketplace in Plano!

Kids

L.A.M.B. (Look at my Book)

All children up to 6th grade are welcome to write and illustrate one (1) original book to be added to the library collection.

February 7 - April 2

In-N-Out Burger Cover to Cover Reading Challenge

Read 400 minutes, get a free burger!

March 7 - April 30

Idea Lab

3-D Printing Tutorial Part II

April 7

BeTween Book & Movie Club

The Terrible Two by Mac Barnett

April 12

Wagging Tales

Increase your reading confidence by reading to our therapy dog, Leo.

April 5, 19 & 26

My Very Own Book Club for 1st & 2nd graders

The Relatives Came by Cynthia Rylant

April 19 & 21

Family Fun Friday

Blackout Poetry and Sidewalk Chalk Party

April 22

March 2022 Items for Future Agenda:

- Sorter Process
 - Result of bid review.
- FY 23 Budget
 - General budget overview with City Council on April 12
- Policies up for review
 - Display and Exhibit Policy
 - Confidentiality of Library Records
 - Patron Behavior
- Friends of the Library Events
 - Local Home Garden Tour Fundraiser
- Summer Reading Club and Events
 - May 2 Summer schedule released
 - May 23 First day to pick up a log
 - June 3 Summer Kick-Off Event