

Wylie Library Advisory Board Regular Meeting

February 28, 2022 – 7:00 PM

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



CALL TO ORDER

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 minutes from the January 24th meeting.

WORK SESSION

WS1. Staff Spotlight on Elizabeth Tate, Public Services Supervisor

WS2. Update on staffing including the Assistant Director position

WS3. Review the combined Library Tour and Outreach Policy and the Tour and Outreach Form

WS4. Review usage statistics and highlights in this new format

WS5. Review upcoming programs

WS6. Review upcoming agenda items and important dates

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on February 25, 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.

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 January 24, 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: Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Irene Chavira, Rosalynn Davis & Ofilia Barrera, Board Liaison.

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 November 8, 2021 Library Board Meeting.

Board Action:

- The Library Board Minutes of Monday, November 8, 2021.
 - ◆ Roz made a motion to approve the minutes from the November 8th meeting
 - Toshia 2nd the motion, all in favor

REGULAR AGENDA

2. Review and approve the revised Computer Use Policy.

- Ofilia informed the board that usual procedure is to review library policies every 5 years, for this Computer Use Policy it was dated 2016. The updated policy didn't have many changes, language was outdated, devices were no longer at the library and adjusted the wording. No language was added so legal was not needed.

Board Action:

- Juan asked how offenses to the policy will be monitored. Ofilia responded that the first offense is to present the policy to the patron. If a patron does it again they get suspended for a time and finally they can be removed completely from the computers.
- Roz also stated that the spacing and underlining characters would need to be adjusted.

- ◆ Kristin made a motion to approve the revised Computer Use Policy
 - Toshia 2nd the motion, all in favor once formatting has been updated.

WORK SESSION – DISCUSSION ITEMS

1. Update on staffing including the Assistant Director position

- Ofilia stated that the staff has been battling with Covid exposures and positive testing. It has not impacted the library's hours as of yet but staff at the library are stretched thin.
 - ◆ There is a shelver position and a part time reference assistant position open.
- The Assistant Director position started at 8 candidates, 4 moved to zoom meetings and then 2 candidates were invited to an in person interview.
 - ◆ A candidate has been chosen with an offer made, the candidate signed the offer today. The process has started with background checks, once that is complete a start date will be determined, probably at the end of February or early March.
 - Kristin asked if he had a specific expertise that Ofilia was looking for. He started in Tech Services, and has done a lot of technology with his old library, as well as Adult Services.
- Juan asked if there were any other vacancies at the library at this time.
 - ◆ Ofilia answered that if the part time circulation position gets filled then that would just leave the part time reference assistant in adult services.

2. Review the most recent library usage statistics

- Ofilia provided the library statistics to the board for almost the whole year of 2021.
 - ◆ Statistics are not quite back to 2019 numbers, however Ofilia showed that the E-resource numbers show the increase in usage showing patrons are shifting to electronic materials.
 - ◆ The pandemic has shown a shift in certain areas such as DVD's. Where they used to always be checked out now they are not borrowed very often.
 - ◆ Kanopy and Hoopla's numbers are still steadily increasing
 - ◆ Roz asked who are "unique users" meaning individual people.
 - ◆ Roz asked at what point does Ofilia feel the numbers will get back to pre-pandemic.
 - Numbers will start to rise but then a new variant will pop up causing numbers to go back down.
 - ◆ Kristen asked how Hoopla was being advertised.
 - In house flyers, posters, social media, bookmarks, word of mouth.

3. Present the winning entries for the first Friends of the Library Bookmark Contest

- Ofilia presented the winning bookmarks to the board members and informed them that the rest of the entries were posted on Facebook.
 - ◆ 400 of each winning design will be at the library in February for "Love Your Library" month.

4. Review upcoming library programs

- The programs for the month were provided.
 - ◆ 2 of the adult programs were already sold out, the other programs still have availability.
 - ◆ Most kids summer programs are already booked.
- Juan asked if the genealogy club is still active and meeting.
 - ◆ They are still meeting virtually, no one has shown interest in meeting in person again.

5. New Business

- Staff Spotlight will return for the next meeting.

ADJOURNMENT

Toshia made a motion to adjourn the meeting. Roz 2nd motion; all approved
Meeting adjourned at 7:33pm.

Juan Azcarate III, Board

Smith Public Library - Group Tour and Outreach Request Policy

Approved by the Library Advisory Board February 28, 2022

Group Tours:

The staff of the Smith Public Library welcomes school groups and civic organizations to visit the library to provide an introduction to the library facility, programs, materials, services and resources the library has to offer. In order to provide the greatest level of service, group visits should adhere to the following policy:

- All tours must be scheduled at least three weeks prior to the expected visit date.
- The minimum size for a group tour is 10 and the maximum size is 40. For student tours, one chaperone is required for every ten students.
- Visits and tours will be scheduled on a first-come, first-served basis preferably when no other library programs are scheduled to take place.
- The library reserves the right to restrict scheduling during the busiest hours of operation as well as the size and number of tours so as not to interfere with the regular operations of the library.
- Groups that plan on visiting the library, but do not require the assistance of the library staff, are encouraged to call ahead and inform the library of their visit.

Outreach:

The staff of the Smith Public Library will offer outreach services to schools, civic organizations and other groups upon request. All requests are on a first-come, first-serve basis and are subject to staffing availability and other program or service priorities. Staff will make every effort to accommodate requests for:

- Library card sign-up booth or table.
- Book talks for read-aloud programs.
- General presentation on library resources and services.
- Topical booklists to accompany an exhibit or program.

- Career day programs.
- Daycare visits.

To request a group tour or outreach, please complete the Request Form and return it to the library: via email: libinfo@wylie-texas.gov, electronically via [Google Form](#) or in person at Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098.

All forms must be received at least three weeks prior to the expected visit/outreach date. **A request does not guarantee a tour or outreach.** A staff member will contact you to confirm the date, time and details of your application.

Smith Public Library – Group Tour and Outreach Request Form

To schedule a tour or outreach, please complete and return this form and return to the library: via email: libinfo@wylitexas.gov, electronically via [Google Form](#) or in person at Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098.

All tours and outreach must be scheduled at least three weeks prior to the expected visit date. Please be sure to review the Group Tour and Outreach Request Policy prior to submitting this form.

Applicant Information

Name: _____

School/Organization: _____

Address (for Outreach): _____

Cell Phone: _____ Email: _____

Group Information

Is this organization a not-for-profit agency? Yes _____ No _____

Number of tour participants (maximum 40): _____

If school (For tours only): Grade level(s): _____ Number of Chaperones: _____

Your requested tour/outreach times: **Date** _____ **Time** _____

First Choice: _____

Second Choice: _____

Are there any special accommodations needed for your group? Yes _____ No _____

If yes, please describe:

Signature of Applicant: _____ Date: _____

STAFF USE ONLY

Tour Confirmed By: _____ Date: _____

Monthly Report for the Library Advisory Board

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

January 20 - February 23, 2022

Attendance at Events:

- Storytimes 619
- Kids Programs 60
- Teen Programs 20
- Adult Programs 34
- Outreach 22
- Business Card Exchange 112

Circulation Statistics:

- Circulation (Check-outs + Renewals) 36,859
- Visitors 10,665
- New Borrowers 265
- Drive-Thru Transactions 284
- Number of Holds Processed 3,617

Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	January 2022	December 2021	November 2021	October 2021
Unique Users	13,418	12,308	12,208	12,527
Check-Outs	57,178	51,478	51,197	53,792
Holds	23,914	19,303	18,946	19,407
Purchases	792	705	715	457

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
November 2021	95	0	19	72	55	5	8	254
December 2021	102	2	24	83	48	5	23	287
January 2022	148	4	13	84	39	4	35	327

Kanopy				
Stats	Visits	Pages	Plays	Minutes
August 2021	502	659	133	2,675
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
Plays by Device	Tablet	Desktop	Mobile	Television
August 2021	8.30%	55.60%	21.80%	14.30%
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%

Meetings/Training Highlights:

- 1/27/22 & 1/28/22 Ofilia attended the virtual SGR Leadership Conference.
- 1/28/22 Ofilia and Elizabeth met with Kristi Denham to plan financial literacy workshops at the library.
- 1/28/22 Ofilia attended a webinar called Legal & Policy Issues with Challenges.
- 2/1/22 Ofilia met with Doug and Kyle of Bibliotheca to review new products.
- 2/2/22 Ofilia filmed a short video with Craig and Kristina about the 2021 Library Award of Excellence.
- 2/2/22 Ofilia and Veronica met with Dustin from the Wylie News to give information about the Monarch Proclamation and the library garden for an upcoming article in the Wylie News.
- 2/9/22 Ofilia and Elizabeth met to review candidates for the part-time reference assistant position.
- 2/9/22 Ofilia and Veronica attended the monthly Garden Committee meeting.
- 2/15/22 Ofilia and Yvonne met with Jewelie to review the RFP for the sorter.
- 2/15/22 Ofilia met with Michelle @ WISD to finalize the details for the Cyber Security event.
- 2/15/22 Ofilia attended the Friends of the Library meeting.
- 2/16/22 Ofilia and Veronica met with members of the Garden Committee to discuss grant opportunities.
- 2/22/22 Ofilia attended the Chamber's State of the City Luncheon.
- 2/22/22 Ofilia attended the City Council meeting.

Misc. Information:

- 1/31/22 Notified the Library received the Library of Excellence through TMLDA.
- 2/3/22 - 2/4/22 Library closed due to winter storm.
- 2/5/22 Library delayed opening at 1pm due to winter storm.
- 2/14/22 New sign installed in the lobby.
- 2/15/22 Library Lover's Month treats @ City Hall.
- 2/23/22 Library closed @ 5pm due to inclement weather.

Upcoming Library Programs - March 2022

Adults

Booked on Fridays

Friday, March 11 at 12 PM

Last Bus to Wisdom by Ivan Doig

Asia Pop Meetup

Saturday, March 12 at 2:30 PM

Join our group for adult fans of anime, manga and Asian pop culture. The group meets bimonthly on the second Saturday. Get ready for con season with tips for cosplay resources and budget-friendly options presented by costumer Kimi Bost. Costumes and cosplay welcome!

New Resume, New Career

Monday, March 14 at 6:00 PM

Job hunting? Looking to change fields? Learn about resume crafting with an expert from the Collin College Career Center. Get resume creation advice tailored to starting a career in a new field.

Genealogy Tuesday

Tuesday, March 15 at 6:00 PM

Welcome to our bi-monthly mix of formal and informal learning about all things genealogy. Tonight Mic Barnette will give an introduction to the 1950 Census, due out in April. New census releases are an exciting chance to find an elusive ancestor. Know what to look for when the census is released in April.

Spring Clean Your Finances

Wednesday, March 23 at 6:30 PM

Kristi Denham, an LPL Financial Advisor at Jal Dennis Group will share fantastic ideas to spring clean your finances. Even if you can free up a few bucks or earn a few additional bucks by taking 15 minutes to make a change or two it all really adds up.

Becoming a U.S. Citizen

Wednesday, March 30 at 6:30 PM

Attorney Tanille Royston is an immigration and business attorney. She will provide a brief presentation on the American citizenship process. Topics covered include citizenship rights and responsibilities and eligibility requirements. At the end of the presentation all attendees will have a general understanding of the citizenship process.

Teens

Teen Book Club

March 10th: *We Were Liars* by E. Lockhart

Japanimation

March 17th

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

Idea Lab

3-D Printing Tutorial

March 3

Kids Winter Reading Challenge

Pick up a log at the Children's Desk. Read 5 books for a small prize.

January 5 - March 5

Pony Tales

Increase your reading confidence by reading a book to our Miniature Therapy Horse 2Sox.

Saturday, March 12 @ 10:30am

BeTween Book & Movie Club

Crossover by Kwame Alexander

March 15

Wagging Tales

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

March 1, 22 and 29

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

Brave Girl by Michelle Markel

March 22 & 24

Family Fun Friday

LEGO Build

March 25

February 2022 Items for Future Agenda:

- Sorter Process
 - Request for Proposals has officially opened
 - Taking appointments with vendors (required to bid)
 - Friday, March 18th Deadline for evaluators
- FY 23 Budget
 - March 15 - Budget Kick-Off
 - Budget Work Session with Council June 14 and July 26
- Policies up for review
 - 3-D Printer Use Policy and Form
 - Display and Exhibit Policy
 - Confidentiality of Library Records
 - Patron Behavior
- Friends of the Library Events
 - Local Home Garden Tour Fundraiser
 - Mini Golf Membership Drive