

Wylie Library Advisory Board Regular Meeting

April 24, 2023 – 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.

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 March 27 meeting

REGULAR AGENDA

1. Review and approve revised Library Advisory Board Bylaws
2. Review and approve the revised Borrower Policy

WORK SESSION

WS1. Review Monthly Report

WS2. Review information from the Mayor's State of the City Address

WS3. Review Summer 2023 Brochure

WS4. Review items for future agenda

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on April 21, 2023 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

04/24/2023 Item A.

In-person Meeting
March 27, 2023 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate called the meeting to order at 7:00 p.m. The following Library Board members were present: Kristin Botsford, Roz Davis, Kristina Jones, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. All Board members were present.

CITIZEN'S COMMENTS ON NON-AGENDA ITEMS

Residents may address the Board regarding an item that is not listed on the Agenda. Residents must provide their names and addresses. The 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

A. Consider and act upon approval of the Minutes of the February 27, 2023 Library Board Meeting.

Board Action:

The Library Board Minutes of February 27, 2023.

◆ Juan asked for feedback after taking time to review the minutes, and there were no changes or questions related to the minutes.

→ Roz requested a look at page four, the second bullet under the first paragraph. She requested that we clarify the conversation. Michelle suggested we strike her name from the comment as it was just a reiteration of what had been stated earlier. Roz agreed to the change.

◆ Juan asked for a motion to approve the minutes with the requested change.

→ Roz made a motion to approve the minutes with the change.

→ Kristina seconded the motion.

All votes were in favor. The motion passed 7-0.

REGULAR AGENDA

1. Review and approve the Library Advisory Board Bylaws.

Ofilia requested a copy of the bylaws from the City Secretary and they were from 2004, so they were very outdated. They went back and checked them with bylaws for other boards and then worked together to add suggested updates.

- Article three was updated because it relates to a newer ordinance.
- Information was added on article eight under term limits because that had changed.
- Nothing was struck from the bylaws.
- The existing bylaws said the meetings were twice a month at the library, so it was updated to monthly in Council Chambers.
- There is an addition as it relates to term limits under article eight. What is listed is literally what the City Secretary emailed Ofilia to ensure consistency.
- Under officers, there's supposed to be a Vice Chairperson, which we currently do not have. Ofilia's plan is, if the board is amenable to this and approves it, then voting for Vice Chairperson will be on the agenda for next month.

- Under affiliates, it talks about members of the public who would like to speak and are required to fill out a request to speak form. Juan asked if we had those forms. The forms sit out in the lobby prior to each meeting. The form can be submitted immediately before the meeting. You can submit it right before the Chair calls the meeting to order.
- Not all of the City's Boards have updated their bylaws recently, so it's still a process everyone is going through.

◆ Justin asked how we would go about modifying the times we meet, or maybe what accommodations can be made to special occasions?

→ Ofilia said we used to meet on the first Monday of the month. Then when they moved us to this room, there was already a board meeting the first Monday so we had to change, and the only Monday available was the fourth Monday. She stated it was a good question and that half the battle is there's so many boards, and they're already established, and they've already got their dates, and then we're trying to find a date that works for us. Ofilia offered to ask the City Secretary about it.

◆ Juan asked if we had a motion to accept.

→ Kristin made a motion to approved the Library Advisory Board Bylaws.

◆ Carla seconded the motion.

All votes were in favor. The motion passed 7-0.

→ Ofilia mentioned she was going to submit the bylaws at a regular council meeting under the consent agenda so the City Council knows we updated them.

2. Review and approve the Confidentiality of Library Records Policy.

→ Ofilia began by stating this policy was up for review under our normal five-year review plan. She said the previous policy was very wordy. Some things were outdated because even in five years so much changes in technology and information. We tried to make it a little more user-friendly in how and what we do to protect patron confidentiality. The City Attorney returned it to us and suggested we keep, on page 14, the procedures for implementing this policy, and they also suggested we keep the government code information too.

◆ Juan asked about the search warrant.

→ Ofilia replied that in her time here that's only ever happened once, and we were still over in the old building. Rachel was here, and she called the City Secretary. The City Secretary called the City Attorney. They got all that approved and they came back and said the library could comply. It was pretty seamless because it happened on a weekday morning. If it were to happen on a Saturday, it would be more complicated. The good thing about leaving it in the policy is Supervisors know exactly where to look to know what to do. Whoever is in charge on Saturday can go step one, this is what I do and obviously they would contact Ofilia as well.

◆ Roz had a question about retention and the Library Advisory Board notes and minutes and things they have in their possession. Is there a certain timeline to keep those or not for the Library Advisory Board?

→ Ofilia said the City Secretary keeps everything for that, so Board member copies would be considered convenience copies they could destroy.

◆ Justin noted on page 11 under the types of information the library collects, item number two refers to records of items currently checked out and titles on hold. Does that include the history of books checked out?

→ Ofilia answered it does not. We do not turn on history automatically. Part of it is because we don't want to have a record of that if someone comes and asks us to turn it over, but part of it is also related to space. It would require an incredible amount of memory to keep that history on patrons, and we cannot keep up with that. Ofilia also stated she believes if you request it the Circ Staff can turn it on that feature.

◆ Justin asked about records of individuals who use the computers. He asked if that is only library patrons and do you need a library card in order to access the computers and use the features.

→ Ofilia stated that that's referring to the public computers in the library. So, if you're signing in with your library card to work on your resume or something, we keep records of all of those who sign in and sign out. It doesn't necessarily have your name tied to that record, but we could look it up based on your card number. As far as wifi, we don't capture that data, so we don't know who's using the wifi.

◆ Justin asked about the retention schedules and the regularly removed web history. He referenced library protection confidentiality items three and six. How long are those retention schedules and do we regularly remove history?

→ Ofilia stated the minute you sign out, it is gone. She said on very, very, rare occasions it happens. For example, somebody's writing a term paper. It signs out. They weren't ready. We've been able to recover it, but it's very, very rare. The minute a patron signs out of a computer, the history is gone. At the end of the night, everything resets, so everything's wiped once we're closed, as a backup. We don't want to keep any patron personal information on our computers. We don't want your information unless we absolutely have to have it.

◆ Juan asked if there were any other comments, and for a motion to approve the Confidentiality of Library Records policy.

→ Toshia moved to approve.

→ Justin seconded the motion.

The vote passed 7-0.

WORK SESSION - DISCUSSION ITEMS

1. Review monthly reports and usage statistics.

→ Ofilia said the D&D MiniCon was a huge success. Our gate count usually shows 600 for the day. It had doubled to 1,200. It was an all-day event for all ages, kids, teens, and adults. Ofilia put the attendance number under the teen programs, so that's why the teen program number is so large. Circulation is still high and we are doing well with all of our online resources. Digital checkouts are all doing well, too.

◆ Kristin asked how that's counted.

→ Ofilia explained there are plastic gates you walk through that count every single person who comes through. We write it down every day. It counts them going in and it counts them going out, but we only pay attention to the "in" count so we're not doubling up. Some of those people did go back and forth, and we did have story time that morning. We're estimating we had probably about 400-450 people attend. That's still a pretty big turnout so it's a big deal. It was a lot of work and it paid off. Roz came and watched some of it.

◆ Justin wanted to point out last month's teen programs and outreach statistics compared to this month all the way up to March 22nd. He thought the D&D Con was a big success and outreach had increased as well.

→ Ofilia agreed that outreach has been very busy, and we've been invited to a lot of literacy nights and parent nights which is great. She said staff loves to attend and do library card sign-ups. We were just at Bush Elementary for their STEAM night, and next is a kindergarten round-up.

◆ Ofilia asked Justin to clarify the schedule for Wylie ISD for Easter.

→ Justin said they decided to keep the bad weather days off, but gave teachers an extra five minutes every day with students, which they love.

◆ Juan had a question on the monthly report on the 14th where Ofilia attended the budget kickoff meeting.

→ Ofilia explained the City Council chose to go back to the effective rate, which is the lowest tax rate. Basically, they didn't cut anything from us this year, but there is no increase so we're flat.

◆ Juan stated maybe they're looking at what the legislature might do when it comes to property tax relief.

→ Ofilia mentioned we had two council positions and the mayor up for reelection. The mayor ran unopposed and then the two council positions had one person run for each, so there was no election. She said in a way it's good because it saves the city money because elections are expensive.

◆ Juan also pointed out the 21st was an extremely busy day with four events on that same day.

→ Ofilia said the State of the City Luncheon was really nice. The Mayor gave a presentation that was great. Much of it was about infrastructure and roads. She said if the Board is interested in that, she could try to get those slides to them. He mentioned the library and even had a video of the new sorter in his presentation. She had several people come up afterward and compliment her.

◆ Toshia asked about the Friends of the Library election.

→ Ofilia explained we lost half our Friends of the Library Board in December and had to build back up. She said they regrouped and had a lot of wonderful people come to the information meeting, and apply, and because we had such great candidates, the

existing members actually amended the bylaws. Now, the Friends can have up to five directors so they could add everybody that wanted to be on the Board. Now there's a new treasurer, secretary, and several new director members. There's a new energy. It's nice getting to know them. Our first meeting was last week and they were eager to do it. They came up with great questions and great ideas. It's going well. Everyone is excited.

◆ Kristin noticed online media is continuing to grow and was hoping that is a continuing trend, especially for Playaways.

→ Ofilia said Playaways are very popular. Wonderbooks cannot be published fast enough. She said Wonderbooks just keep growing and growing. They can't keep up with demand because people love those things.

◆ Roz asked if the library is fully staffed now, or are there open positions, or do you see additional staff beyond what we currently have?

→ Ofilia explained when we started with our staff meetings about budget, the City Manager said any requests for new personnel would be almost impossible to get because it's such a cost. We're running really well with the staff we have now. The only thing that would change is if they wanted the library open longer hours or on Sundays. Then we would have to add people. She said we run pretty lean and right now we're down just one position. Youth Services has a Reference Assistant position open.

◆ Carla asked about the janitorial bid planning meeting.

→ Ofilia stated we are at the end of the contract term, so all departments come and say what's working or not working. Our janitor is fantastic. We love her. Mari is the hardest-working woman. She's amazing, so we didn't really have any changes. It depends on what other bids they get and what other companies offer. The only thing we requested, and it was because the Rec requested it, were two deep cleans a year of the public restrooms. They shut them down and foam spray, etc.

◆ Justin asked about the 20th of March student interviews for scholarships to Leadership Camps.

→ Ofilia explained she is part of the Rotary Club, and the Rotary Youth Leadership Award is a week-long camp at the end of May. It is student lead and student run. The applicants are the most amazing kids. They're all straight A students taking AP classes. They're involved in everything. So, having to interview them and then choosing among them is hard. But, it's a pleasure to meet them. She went to Wylie East and then this past Friday, went to Wylie High. Three girls and three guys get to go and Rotary pays for all of it.

◆ Juan asked for additional comments and there were none.

2. Review Upcoming Programs for April 2023.

Ofilia said her last article for the Wylie news was called April's for Adults at the Library because we have so much great adult stuff happening.

- Intro to Screenwriting - If you've ever wanted to write a screenplay, or even write a novel, this would be interesting.
- Understanding Cybersecurity - Casey Condit is the spouse of our Technical Services Librarian and his company requires their employees to go out and do community service and forms of educating the public about cybersecurity. He's going to present information about identity protection and password strength, and it's interactive.
- Dungeons and dragons for grown-ups.
- 3D print demo that is going to be in the morning at 9 a.m. This one's for our business card exchange group.
- For kids, we've got our In-and-Out Reading Challenge happening right now going on through Saturday, May 6th. Kids ages 4 to 12 can read five books and get a free burger. They can do that three times so they can get three free burgers.
- All our regular kids clubs are meeting as usual.
- We have National Library Week coming up the very last week of April and we're doing a story hike for that.
- For teens, we have our usual clubs happening.

- National Librarian Day is also on April 16th and we celebrate during National Library Week. We try to do something different every day to thank staff. There's National Librarian Day and also National Library Workers Day, so we usually provide lunch for staff on those days.

3. Review items for future agenda.

- Policies up for review due to changes and challenges within the state:
 - Collection Development Policy - still waiting for the City Attorney to return this.
 - Lisa is attending a workshop a week from today in Aubrey put on by the Texas State Library Archives Commission about tightening up your reconsideration policy, so she'll be doing that with our draft of our Collection Development Policy to see what they think, see if we can tighten it up, or if there are holes we are not aware of.
 - Small Business Center Policy is due for review - to be discussed in June.
- There are two work sessions that are scheduled right now for the City Council, July 11th and July 25th. The Board is welcome to come. They are in Council Chambers Tuesday night and start at six o'clock.
- Friends of the Library events.
 - The local Garden Tour is on Saturday, May 13th, Mother's Day weekend.
 - The Annual Book Sale is Saturday, July 22nd and preview night is going to be Friday, July 21st.
- The Summer Learning Club brochure release date is Monday, May 1st.
- First day to pick up reading logs is Monday, May 22nd.
- Annual Summer Kick Off is Friday, June 2.

◆ Kristin asked how to get into the preview night.

→ Ofilia said it is 10 dollars to become a member of the Friends of the Library. It's a little more for family. Ofilia offered to come back with the QR code and friend's membership envelopes next month,

◆ Juan asked for questions and there weren't any.

ADJOURNMENT

Roz made the motion to adjourn and Toshia seconded the motion. The vote passed 7-0. The meeting adjourned at 7:44 PM.

Juan Azcarate, Chair

**RITA AND TRUETT SMITH PUBLIC LIBRARY
LIBRARY ADVISORY BOARD BYLAWS**

ARTICLE I

Name

Name As authorized by the City Charter, City of Wylie and City Ordinance No. 69- 2: This body shall be known as the Rita and Truett Smith Public Library Advisory Board.

ARTICLE II

Meetings

Section 1. The regular meeting of the Library Advisory Board shall be held monthly or more often if needed in Council Chambers at the Municipal Complex unless the Board determines otherwise.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof is given to all Board members.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board. Should a quorum not be available for any regular meeting, the Board Liaison will schedule a meeting where a quorum can be present as close to the regularly scheduled meeting as possible and post such meeting according to the Open Meetings Regulations.

Section 4. All questions presented for a vote of the Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5. Any member of the Board who misses three consecutive meetings without good cause, or neglects to notify the Board Liaison of such absence with good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.

Section 6. Robert' s Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by- laws.

ARTICLE III

Addressing the Board

Section 1. In accordance with Ordinance No. 2019-29, any member of the public shall have a reasonable opportunity to be heard at any Board meeting; however, any matter not posted on

the agenda may not be discussed by the Board, nor shall any action be taken by the Board, except to provide a statement of specific factual information given in response to an inquiry, to recite existing policy in response to an inquiry or to indicate that the matter may be placed on a later agenda.

Section 2. Persons desiring to address the Board shall complete a "Request to Speak" form and submit it to the Secretary.

Section 3. The Secretary will sort the forms by agenda item and deliver them to the Chairperson.

Section 4. The Chairperson will refer to the speaker forms for comments on items not on the printed agenda and individual agenda items.

Section 5. Persons who note on a speaker form their desire to address the Board will be called to the podium by the Chairperson at the appropriate time and will follow the guidelines of Ordinance 2019-29 as outlined below when addressing the Board:

- a. Approach the podium, state their name and address and whether or not they are representing a person, group or organization
- b. Speak so that all present in the room may hear clearly
- c. Address all statements and questions to the Chairperson
- d. Be courteous in language and deportment
- e. Be concise and focused in their comments
- f. Group comments should not exceed 6 minutes, individual comments should not exceed 3 minutes unless an interpreter is needed, in which case 6 minutes is allowed

Section 6. The Chairperson may interrupt an individual to redirect or terminate remarks when they are not relevant to the matter before the Board or when the Chairperson determines the remarks to be out of order.

ARTICLE IV

Officers

Section 1. The officers of the Board shall be a Chairperson and a Vice-Chairperson.

Section 2. Officers shall be elected and take office by the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- a. In the event of resignation or incapacity of the Chair, the Vice- Chair shall become the Chair for the unexpired portion of the term.
- b. The Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term for any vacancies.

Section 4. Duties of the officers shall be as follows:

- a. Chair:
 - i) Preside at all meetings.
 - ii) Represent the Board at public functions.
 - iii) Appoint special committees.
- b. Vice- Chair:
 - i) Assist the Chair in directing the affairs of the Board and act in the Chair' s absence.
- c. Secretary:
 - i) The Secretary will be responsible for compiling and recording all minutes.
 - ii) The Library Director will be responsible for distributing minutes to the City Council, Library Advisory Board, and City Manager. An official record of attendance will be kept in the minutes.

ARTICLE V

Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.

ARTICLE VI

Library Director

Section 1. The Library Director shall be an ex-officio Board Liaison member of the Board.

Section 2. The Library Director shall have sole charge of the Administration of the library under the direction and review of the City Council and City Manager.

Section 3. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library services to the public, and for the operations set forth in the annual budget.

ARTICLE VII

Powers and Duties of Board Members

Section 1. Board Members shall:

- a. Be appointed by the City Council.
- b. Officers shall be elected and take office by the first regular meeting after new Board members have been appointed and sworn in.
- c. Abide by applicable ordinances of the City of Wylie.
- d. Act in an advisory capacity to the City Council, City Manager and Library Director.
- e. Recommend policies to govern the operation and program of the library.
- f. Assist in planning and give guidance for expansion of library facilities.
- g. Assist in interpreting the policies and functions of the Library Department to the public. Encourage in every possible way the development and advancement of the public library.

ARTICLE VIII

Term Limits

Section 1. Term limits are determined by the City's Code of Ordinances specifically [Chapter 66 \(Library\), Article II \(Public Library Department\), Division 2 \(Library Board\), Sec. 66-41 \(Membership; appointment; terms; absences.\)](#)

ARTICLE IX

Amendments

Section 1. These bylaws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments 72 hours prior to the meeting as part of the agenda packet.

Revised March 9, 2023

Approved by the Library Advisory Board March 27, 2023

Rita & Truett Smith Public Library Borrower Policy

Approved by Library Board April 24, 2023

Eligibility for a Library Card

Wylie residents and non-residents are eligible for a library card.

Applicants are required to present a valid photo identification to receive a library card.

The following types of photo I.D. are acceptable: State Driver's License, State issued identification card, Passport.

No person may be registered for more than one active library card. To protect the user, a library card or a valid picture I.D. is required for all library transactions. New cardholders will be limited to 5 items on their initial checkout.

Minors, ages 17 and under, must have the signature of a parent or legal guardian to be issued a card. The adult must meet the requirements noted above. 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*. It is the responsibility of the parent(s)/guardian(s) to restrict their children, and only their own children, from access to library materials.

Replacement of a Lost Card

A lost library card may be replaced for \$1.00. To replace a lost card, proof of identification is required. It is the patron's responsibility to report a lost or stolen card or change of address.

Renewal of a Library Card

Library cards expire every three years so that patron's information may be updated. All fines and fees must be paid prior to renewing the library card.

Loan Periods

Three weeks (21 days) checkouts

- Books
- Books on CD
- Music CDs
- Playaways
- DVDs (5 per card)
- Launch Pads (1 per card)
- Magazines (excluding Juvenile)
- Steam kits (1 per card)

- Wonderbooks
- Two weeks (14 days) checkouts
- Downloadable books and audio (5 per card)
- One week (7 days) checkouts
- Juvenile Holiday Books & DVDs
 - High Demand DVDs
 - Mobile Hotspots

A library cardholder may checkout as many items as they would like within the exceptions listed above. Cardholders accept full responsibility for all materials borrowed on their card and for all associated charges.

Renewals

Items eligible for renewal will automatically renew two times.

The following items are not eligible for renewal.

- High Demand and Juvenile Holiday DVDs that only check out for 7 days
- Juvenile Holiday Books
- Magazines
- Interlibrary Loans
- Steam Kits
- Launch Pads
- Items with a pending hold

Placing Holds

- All materials available for checkout can be placed on hold at the library or online except for steam kits, board books and magazines.
- There is a maximum of 10 holds for physical items and 5 for digital items per library account.
- When a physical item becomes available for pickup, the item will be held for seven days. If the item is not picked up in seven days, the next person on the list will be contacted or the item will be returned to the shelf.
- If a person in the library tries to check out a book at the same time a patron online tries to place a hold, the priority will be given to the person in the library. The online patron will be put on the hold list.
- When a digital item becomes available, the item will be held for three days. Digital holds may be set in "Account Settings" to checkout automatically.

Interlibrary Loan (ILL)

Items not owned by the library may be requested via interlibrary loan. Only certain types of materials may be requested. A patron may request specific titles and the time period to obtain materials varies. Five requests per month are allowed per cardholder.

To borrow from interlibrary loan, patrons must be in good standing including adults who are responsible for cards of minor children.

To obtain an item from ILL, a patron must fill out a loan request form available online or place the request in person at the library. A patron must fill out an online request form for each item. Interlibrary loan materials may not be renewed.

The lending library may determine the check-out period.

The lending library may designate material for in-house (non check-out) use only.

When the material arrives, the library will notify the patron through an automated telephone call or email. Items will be held for seven days (including Saturday). Materials will be returned to the lending library if the patron has not picked up the material(s) within seven days. There is a \$2.00 fine per item that is not picked up.

Patrons who do not return Interlibrary Loan materials will be charged a replacement cost by the lending library. The lending library will set the exact amount for the item. Replacements are not accepted for lost items. Late fees will be charged for items that are overdue in accordance with the Smith Public Library's Borrower Policy.

Extended Use Fee (ordinance 2009-12)

Extended use fees accrue when an item is returned past the due date. Maximum extended use fee is \$5.00 per item. If a patron has more than a \$5.00 balance on their card, they cannot check out any additional items until the balance is paid. See Wylie, TX [Code of Ordinances, Appendix C](#)-Wylie Comprehensive Fee Schedule for details.

The following items are \$.10 per day per item

- Books
- Books on CD
- Music CDs
- Playaways
- Wonderbooks
- Launch Pads
- Magazines
- Steam kits

The following items are \$.50 per day per item

- DVDs
- Mobile Hotspots

It is the responsibility of the borrower to verify the due date of materials checked out on their account and to return those materials to the Smith Public Library on or before the due date. The library will notify the patron of overdue items as a courtesy. Borrowers are responsible for the return and payment of fines even if no overdue notice is received.

Lost items (ordinance 2009-12)

When an item is 30 days overdue, it is considered lost and the patron's account will be charged for the cost of the item plus a processing fee of \$3.00. Replacements are not accepted for lost items. If the item is returned in good condition, the cost of the item and processing fee will be waived and an extended use fee will be charged.

If the item is returned in good condition after it has been paid for, the Library will refund the money up to three months, minus the \$3.00 processing fee. Refunds are not given after three months.

Damaged items (ordinance 2009-12)

Patrons are charged for the full cost of an item that is damaged beyond repair. Replacements are not accepted for items damaged beyond repair. A \$3.00 processing fee is added for covering the cost of preparing items for checkout.

Other charges may be incurred for damaged DVD/CD cases, missing barcodes/spine labels/RFID tags or items returned with damage to book covers, pages or artwork.

Claims Returned

A *claims returned* can be placed on an item when the library records show the item is outstanding but the patron claims to have returned it. Staff will search for the item for two months. If located in the library, no charges are due. If not found in the library after two months of searching, the patron is charged the cost of the item, plus a \$3.00 processing fee.

Paying Fines

All fines and fees are due as incurred. Valid forms of payment include cash, check or credit card. Credit/Debit payments can be accepted over the phone.

Forfeiture of Library Usage

Patrons violating the regulations and/or policies of the library may, at the discretion of the Library Director, be asked to leave the premises and asked to forfeit the use of their library card.

Monthly Report for the Library Advisory Board

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

March 23 - April 19

Attendance at Events:

- Storytimes 1,125
- Kids Programs 93
- Teen Programs 31
- Adult Programs 73
- Outreach 69
- Business Card Exchange 110

Circulation Statistics:

- Circulation (Check-outs + Renewals) 44,570
- Visitors 12,903
- New Borrowers 367
- Drive-Thru Transactions 228
- Number of Holds Processed 3,673

Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	March 2023	February 2023	January 2023	December 2022
Unique Users	15,209	14,820	15,416	13,742
Check-Outs	58,041	52,957	58,652	51,178
Holds	22,679	21,793	25,496	19,536
Purchases	601	700	620	510

Hoopla Circulation Counts by Month:								
	Audio	Binge	Comics	Ebooks	Movies	Music	TV	Total
Dec 2022	573	7	73	250	77	16	21	1017
Jan 2023	789	13	113	317	94	34	29	1389
Feb 2023	719	13	84	313	91	43	52	1315
Mar 2023	842	11	90	324	104	55	51	1477

Kanopy				
Stats	Visits	Pages	Plays	Minutes
Dec 2022	846	1,488	393	5,877
Jan 2023	1,244	1,913	351	6,925
Feb 2023	890	1,427	310	7,531
Mar 2023	724	1,220	276	6,926
Plays by Device	Tablet	Desktop	Mobile	Television
Dec 2022	63.9%	8.1%	19.3%	8.7%
Jan 2023	34.2%	7.7%	38.5%	19.7%
Feb 2023	42.3%	13.5%	27.1%	17.1%
Mar 2023	19.6%	20.7%	29.7%	30.1%

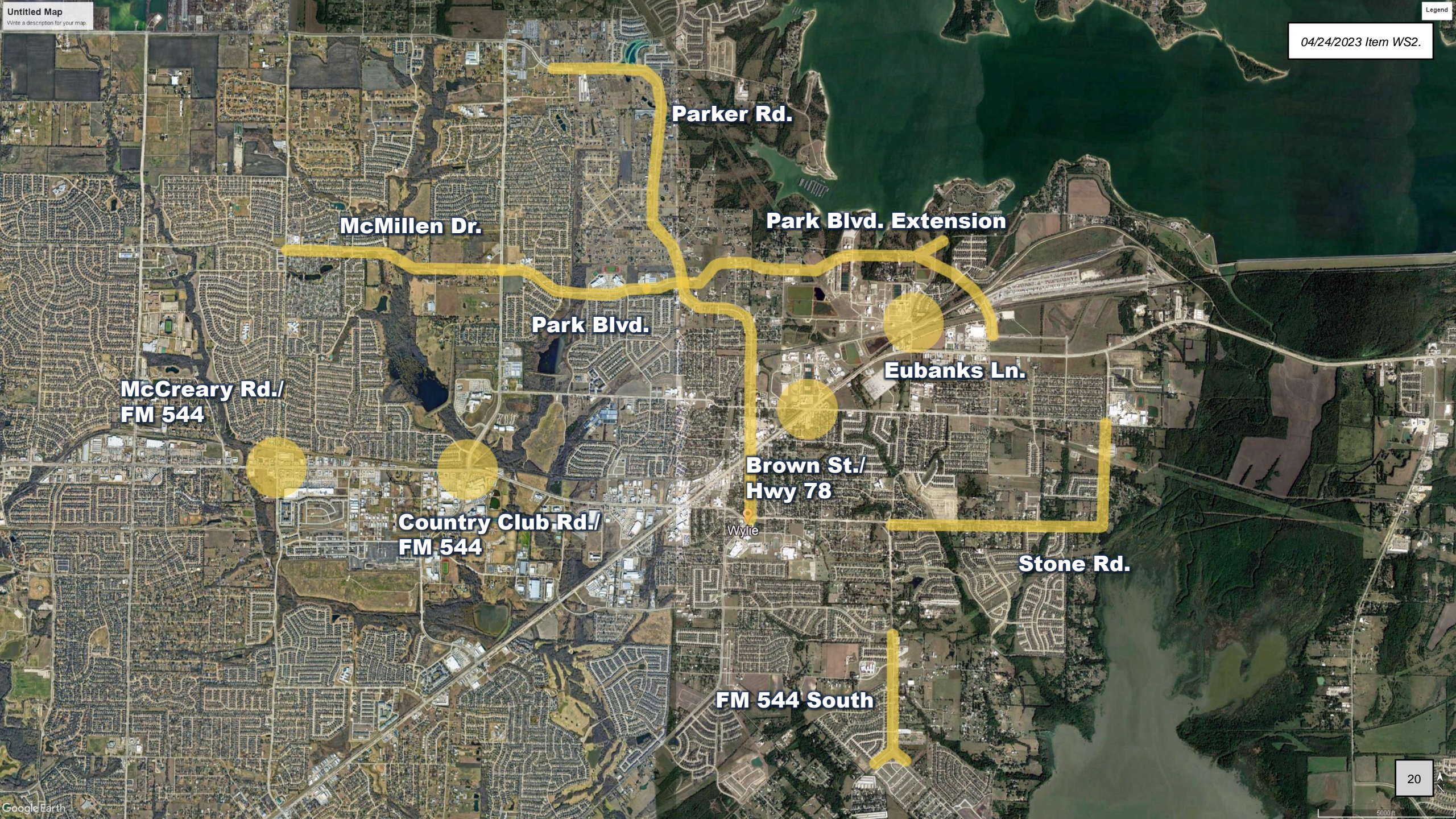
Meetings/Training Highlights:

- 3/23/23 Ofilia attended the Rotary Club Meeting
- 3/23/23 Monthly supervisor meeting
- 3/24/23 Ofilia participated in student interview for the Rotary Youth Leadership Awards
- 3/24/23 Ofilia and Lisa weekly one on one
- 3/28/23 Admin team meeting
- 3/28/23 Ofilia attended the Wylie Historical Society meeting
- 3/29/23 Lety and Ofilia one on one
- 3/29/23 Ofilia and Elizabeth department check-in meeting
- 3/31/23 All staff meeting
- 3/31/23 Ofilia and Debbie one on one
- 4/4/23 Ofilia attended the staff meeting
- 4/4/23 Ofilia completed Active Attacker and Stop the Bleed training
- 4/11/23 Ofilia, Lisa and Debbie attended the Summer Kickoff Planning Meeting
- 4/11/23 Admin team budget review
- 4/12/23 Ofilia and Debbie met to review the edits to the summer brochure
- 4/12/23 Ofilia and Veronica attended the Garden Committee meeting
- 4/13/23 Ofilia and Lisa met to review the CD Policy
- 4/13/23 Lisa attended Bulletproof Leadership Training
- 4/14/23 Ofilia, Lisa and Veronica visited the Seed Library at Collin College
- 4/14 – 4/20/23 Ofilia attended the Transforming Local Government conference

Misc. Information:

- 3/24/23 Ofilia and Lisa hosted Pastries for Paras to allow paraprofessional staff the chance to talk to us and ask any questions they may have about the library or City
- 4/6/23 Submitted annual report to the Texas State Library for accreditation
- 4/7/23 Library closed for Good Friday
- 4/13/23 Ofilia and Carmen outreach to Bush Elementary Kindergarten Round-Up where we signed up 60 new cardholders
- 4/19/23 Lisa and Ana outreach at Unidos program with Wylie PD

STATE OF WITH MAYOR MATTHEW PORTER THE CITY



Parker Rd.

McMillen Dr.

Park Blvd. Extension

Park Blvd.

**McCreary Rd./
FM 544**

Eubanks Ln.

**Country Club Rd./
FM 544**

**Brown St./
Hwy 78**

Wylie

Stone Rd.

FM 544 South

04/24/2023 Item WS2.



Stone Road

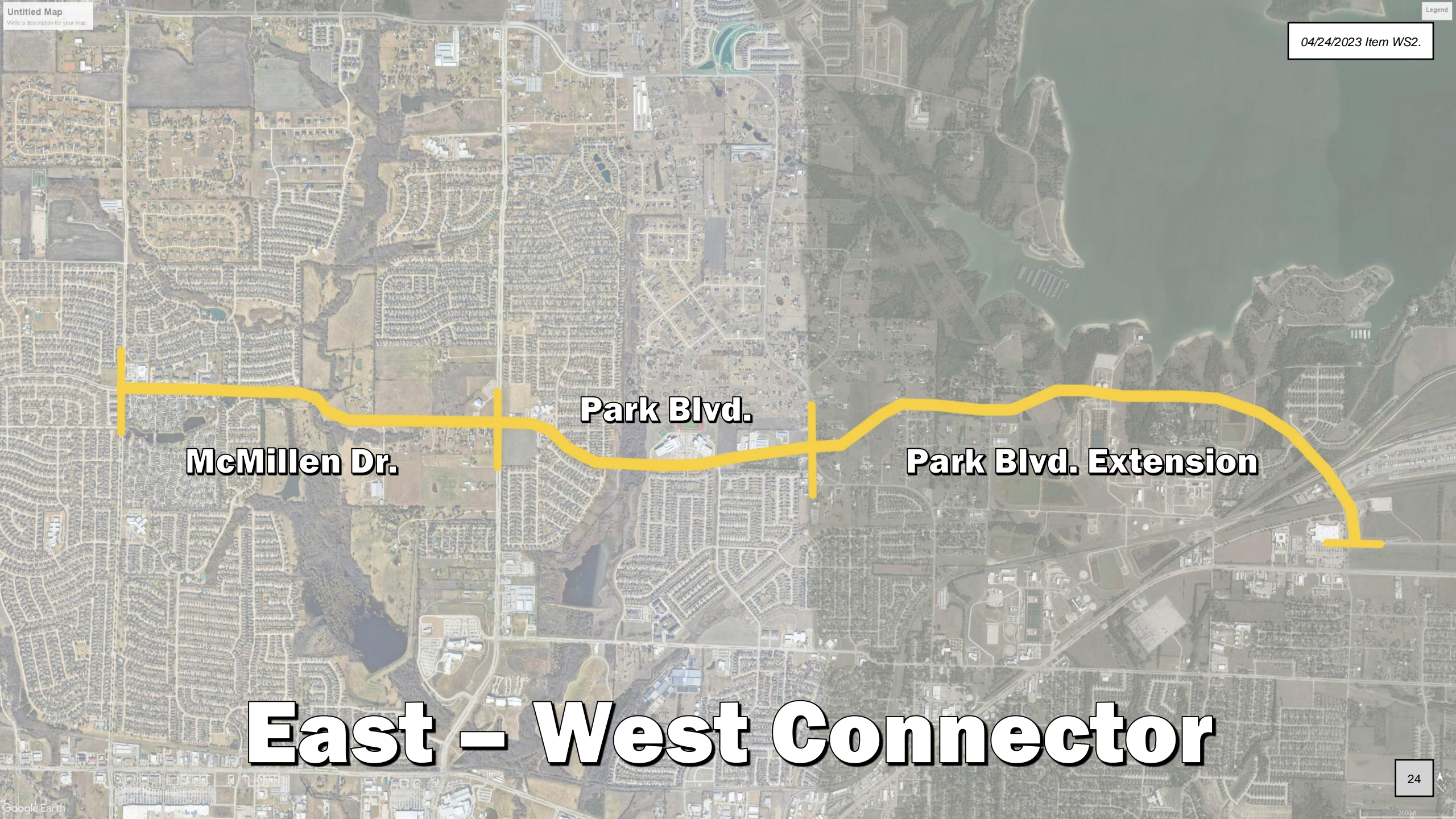
04/24/2023 Item WS2.



Stone Road



East – West Connector



McMillen Dr.

Park Blvd.

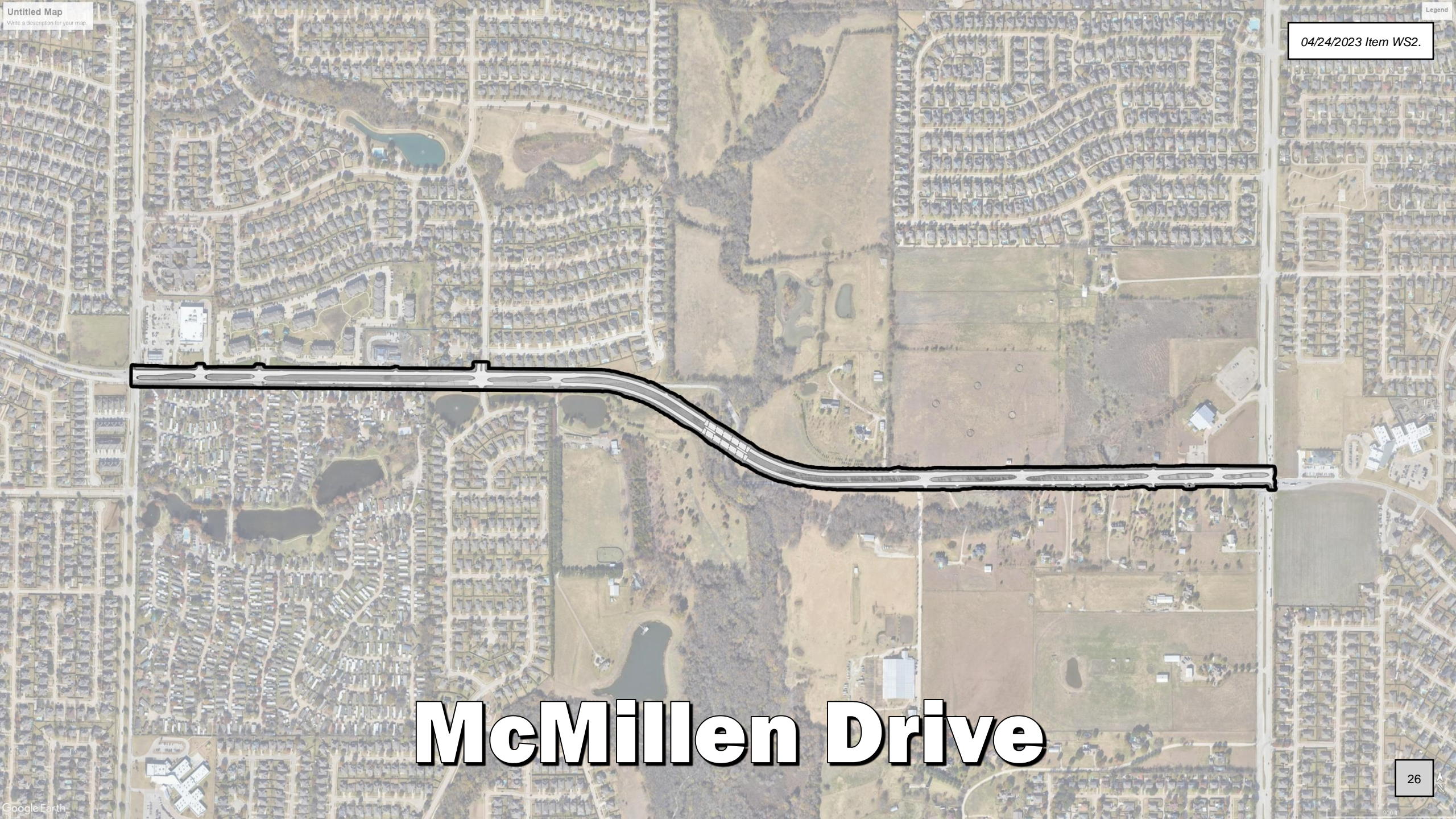
Park Blvd. Extension

East – West Connector



04/24/2023 Item WS2.

McMullen Drive



04/24/2023 Item WS2.

McMullen Drive



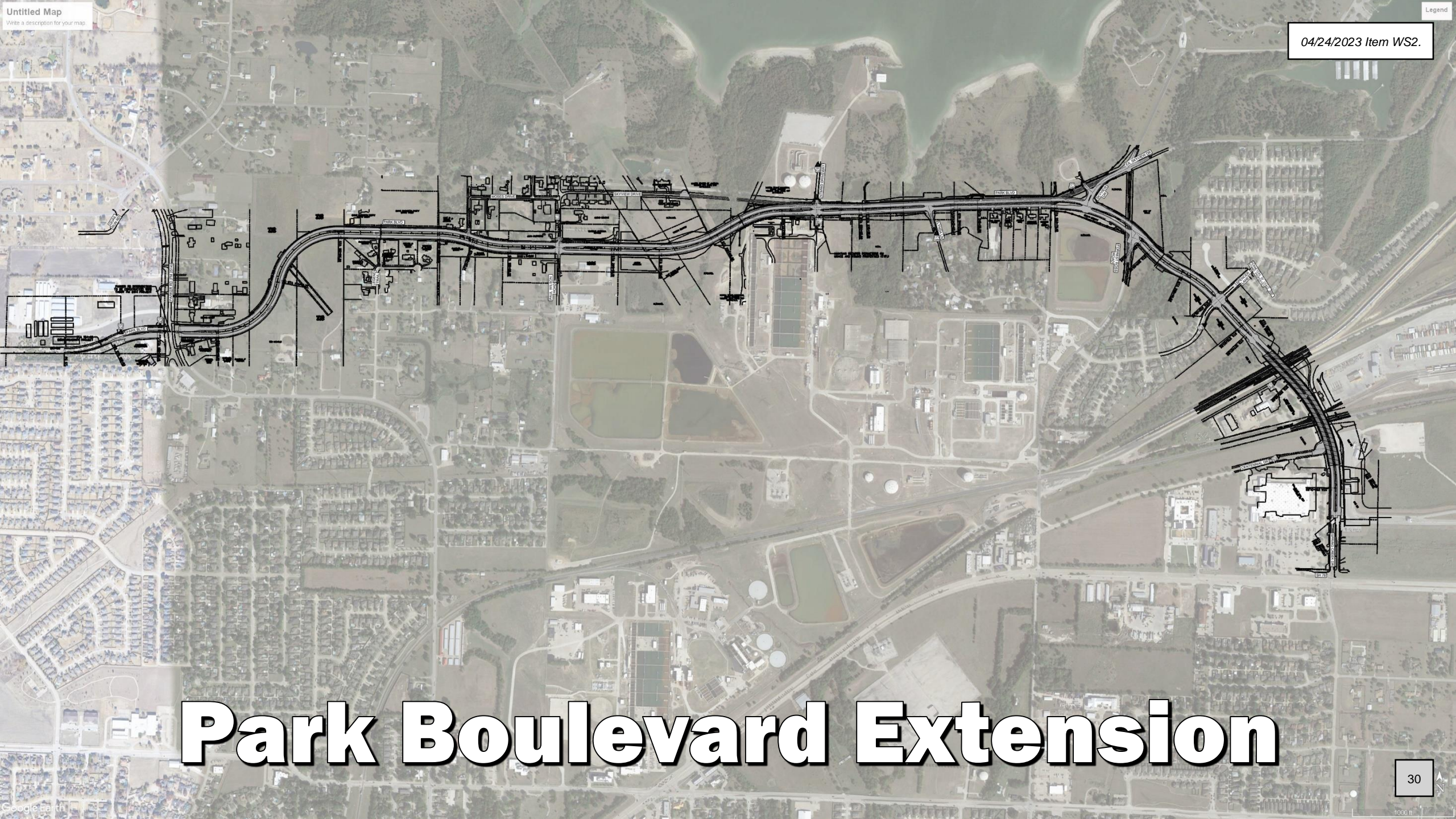
Park Boulevard



Park Boulevard



Park Boulevard Extension



04/24/2023 Item WS2.

Park Boulevard Extension

FM 544 South

FM 544 South





Eubanks



Eubanks



Parker Road

04/24/2023 Item WS2.



Parker Road

**Brown St/
Hwy 78**

An aerial satellite view of a suburban area. A yellow line representing a road runs diagonally from the top right towards the bottom center. Another road runs horizontally across the middle. The intersection is labeled "Country Club Rd / FM 544". Other labels include "Post Office" near the top left, "Post Office" near the top right, and "Tractor Supply Co" near the bottom center. A blue location pin is placed at the intersection.

04/24/2023 Item WS2.



FM 544 / Country Club Rd.

- ① FM544



FM 544 / Country Club Rd.

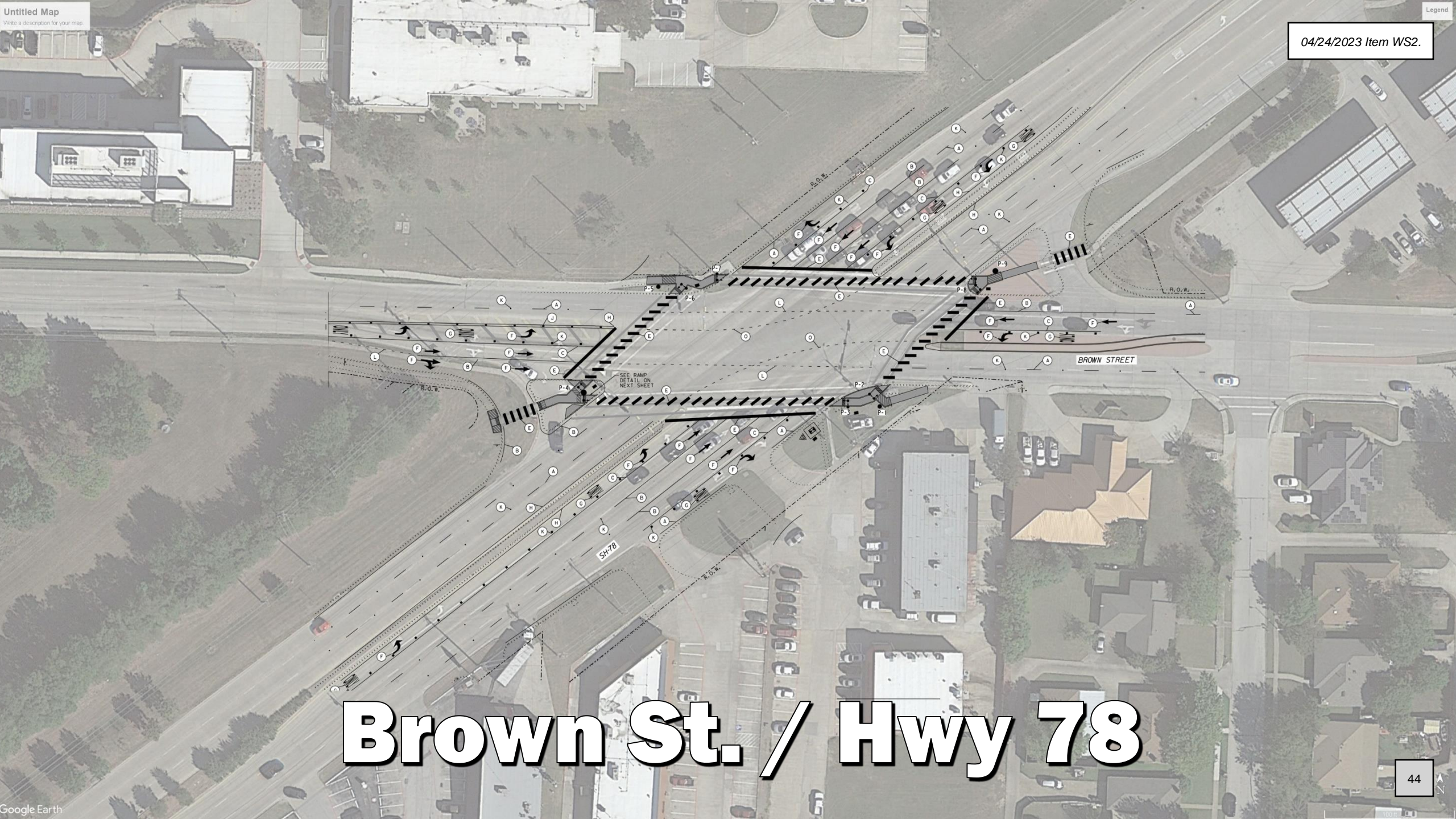
FM 544 / McCreary Rd.

FM 544 / McCreary Rd.

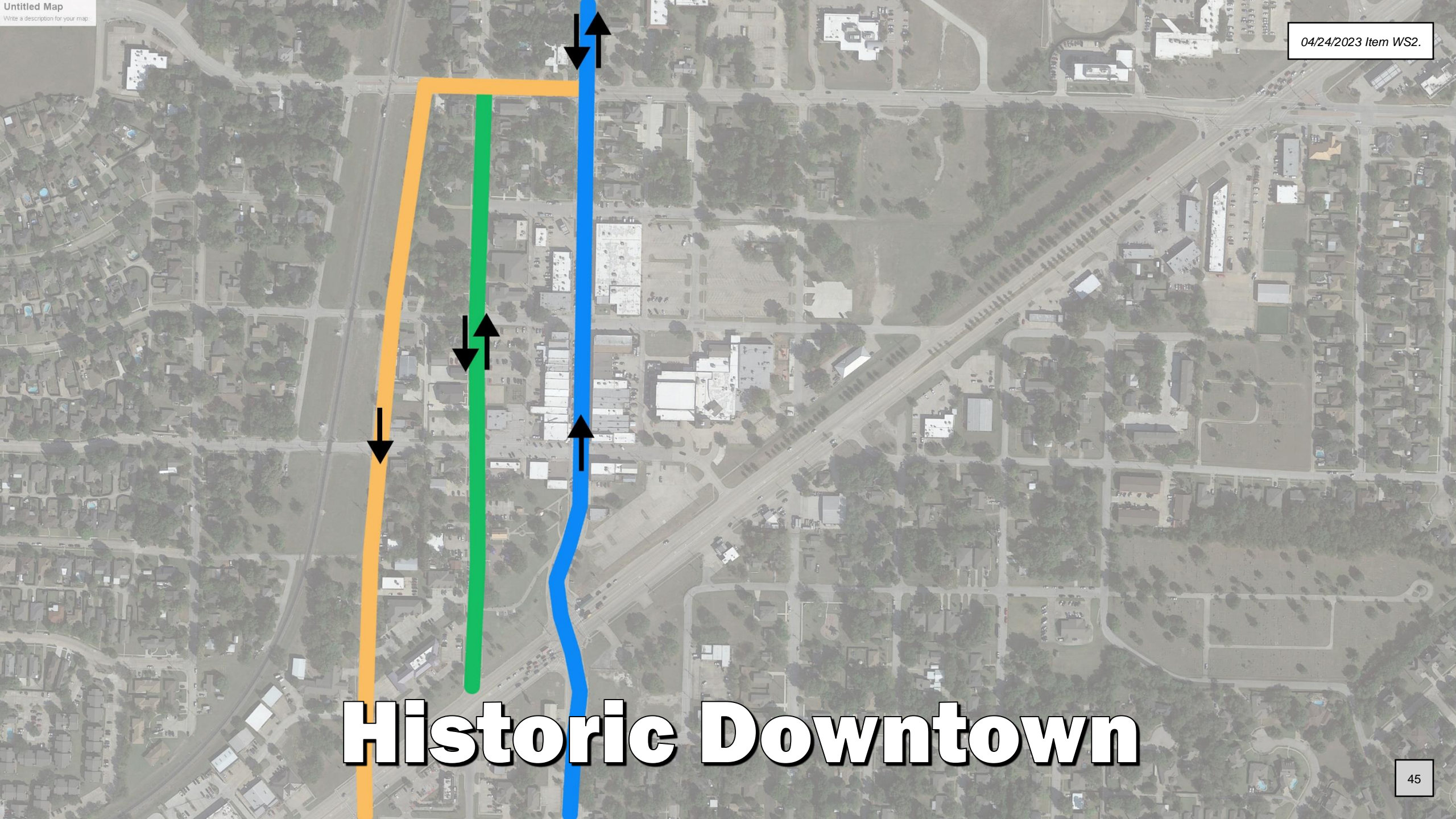




Brown St. / Hwy 78



Brown St. / Hwy 78



Historic Downtown

STATE OF WITH MAYOR MATTHEW PORTER THE CITY

Prairie Tails Dog Park



- 3 Dog Park Paddocks
 - 1 Small Dog
 - 2 Large Dog
- Fencing with Bull Pen Entries
- Dog Wash Stations
- Agility Equipment
- Pavilions (3)



04/24/2023 Item WS2.



Wildflower Plantings



Concrete Plaza

East Meadow Sprayground

Key Features:

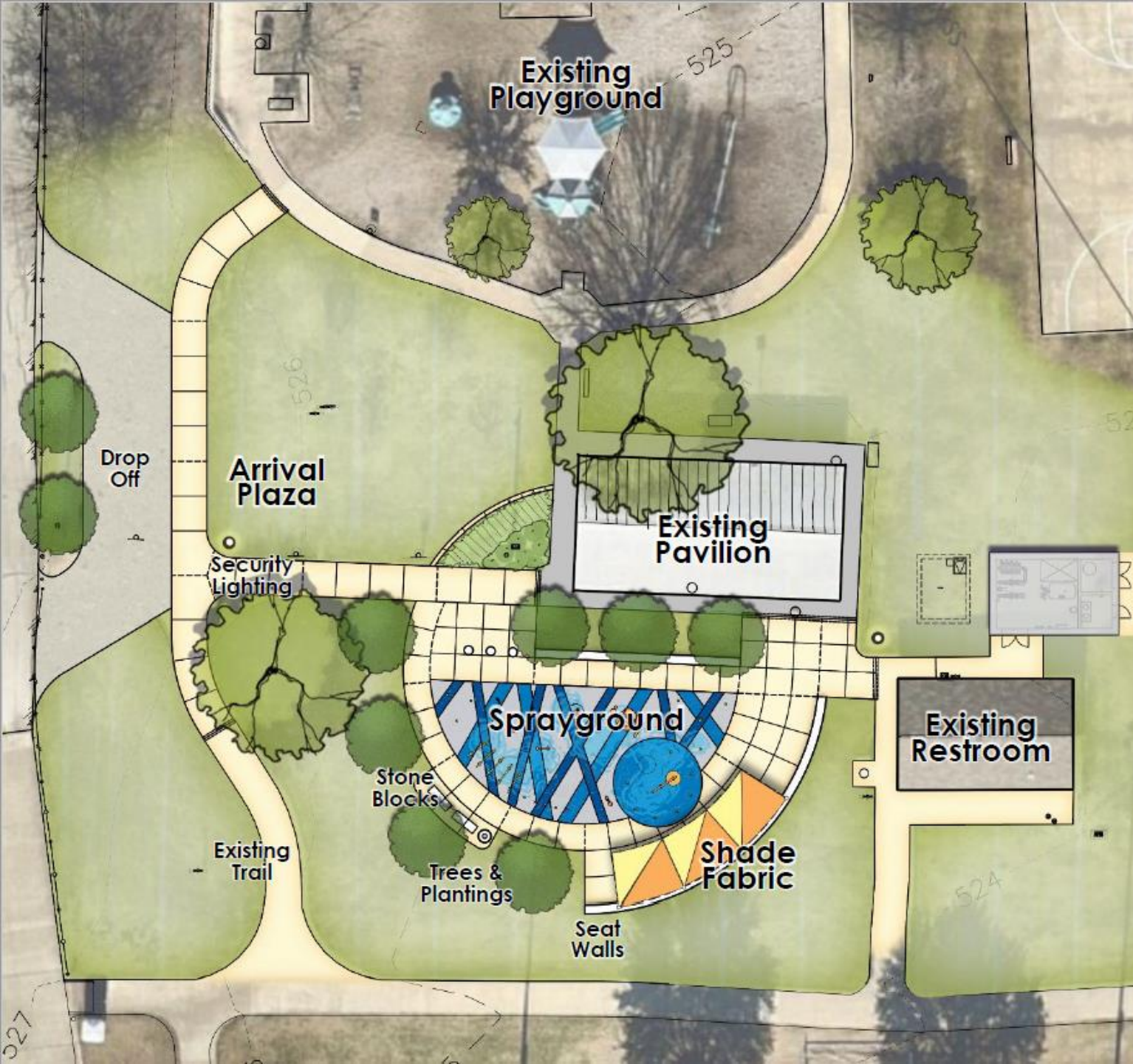
- Sprayground
 - *Signature Feature*
 - *Bubbler Sprays*
- Stamped Concrete
- Seat Walls / Stone Block Seating
- Group Shelter
- Arrival Plaza
- Gateway
- Restroom & Filtration Building
- Drop Off
- Connection to Existing Trails



Community Park

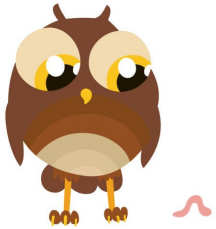
Key Features:

- Sprayground
 - *Signature Feature*
 - *Bubbler Sprays*
- Stamped Concrete
- Seat Walls
- Shade Fabric
- Arrival Plaza
- Mechanical Enclosure
- Drop Off
- Connection to Existing Trails



Special Programs for all Ages

Friends of the Library Book Pre-Sale



Friday, July 21

5:00 - 7:00 pm

Early birds get the best deals.
Become a Friend to qualify for
early access to the sale.

Friends of the Library Book Sale

Saturday, July 22

9:00 am - 4:00 pm

Find some great treasures and
support the Friends of
Smith Public Library. All
proceeds benefit the library.



Harry Potter's Birthday Party

Friday, July 28 @ 2:00 - 4:00 pm



Celebrate the birthday of the "boy who lived" with Smith
Public Library! Activities include a sorting hat, wand-take
and-make, Hogwarts crafts, a costume contest, and more!

Rita & Truett

04/24/2023 Item WS3.

SMITH PUBLIC LIBRARY

Inspire Inform Interact



ALL TOGETHER NOW

Summer Learning Club 2023

Library Hours:

Monday - Thursday

10:00am - 8:00pm

Friday & Saturday

10:00am - 5:00pm

Closed Sunday

300 Country Club Bldg 300 Wylie, TX 75098 972-516-6250

wylietexas.gov/library

Read 10 Hours or 25 books in 2023!

Monday May 22 - Saturday August 5

Beginning May 22, read 10 hours or 25 books. Submit your log electronically on the Kids or Teen Summer Learning Club Pages at wylietexas.gov/library and you get a free book + a chance to win one of the grand prizes.

KIDS



For kids entering 6th grade and younger.

Grand Prizes: Every time you electronically submit a log you get a chance to win one of these prizes!

- 1 Nintendo Switch Lite & Game Gift Card
- 1 Pretzel the Dog Gift Pack
- 1 Family Entry for 6 to In-Sync Exotics

TEENS

For teens entering 7th-12th grades.

- 1 Anime/Manga Prize Pack
- 1 Entertainment Choice Prize Pack
- 1 Collector Edition Book Free-For-All

Collect Prizes **June 19 - August 5**

Keep track of your time by printing out a log on our Kids or Teen Summer Learning Club page at wylietexas.gov/library

Teen Summer Programs

For teens entering 7th - 12th grades only.

RR=Registration required. Registration begins 2 weeks prior to the program date with a link on our Teen Summer Learning Page at wylietexas.gov/library. Space is limited.

Thursday Programs @ 2:00 pm

June 22 Future Pet Portraits - Paint the portrait of current Wylie shelter animals up for adoption. The shelter will use your portrait to help with adoptions. RR

June 29 Up Your Improv with the Alternative Comedy Theater - Join John Rawley and Kyle Bradford for this hilarious and hands-on improv and comedy workshop. RR

July 6 SPL Survivor - Who will be the last person standing? RR

July 13 Dungeons & Dragons Part 1 - Join an adventuring party and set out on your campaign! Part 1 of 2. RR

July 20 Dungeons & Dragons Part 2 - Attendance at Part 1 on July 13 required. RR

Friday Programs @ 2:00 pm

June 16 My Neighbor Totoro Movie & Craft - Watch the Studio Ghibli classic, make soot sprites and enjoy some snacks.

June 23 Hungry, Hungry (Human) Hippos - Hungry, Hungry Hippos live! Make some hippo headgear and let the games begin! RR

June 30 Cupcake Wars 1 - Michelle from Hands on Design will teach professional decorating techniques. Program repeated in July. RR

July 7 K-Pop Dance Dallas Class - Join David and Chantha Maoyi for some K-Pop songs and dance lessons.

July 14 Graffiti-to-Go - Make street art. Part of the program involves spray paint and being outdoors in July. RR

July 21 Cupcake Wars 2 - Michelle from Hands on Design will teach professional decorating techniques. This is a repeat of the June 30 program. Please register for one session only. RR

Tween Summer Programs

Registration is required for all tween programs.

Registration begins 2 weeks prior to the program date with a link on our Kids Summer Learning Page at wylietexas.gov/library.

Space is limited.



**For kids
entering
4th - 6th
grades only.**

Programs Mondays @ 2:00pm.

T
W
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N
S

June 12 James Wand Absolutely Fabulous Magic Class -

Watch some fun magic tricks and learn how they are done.

June 19 A Play on Swords-Duelist - Swordplay with different weapons and fighting styles-a duel to the end.

June 26 Escape Room - Can you escape from this superhero themed escape room?

July 3 Garden Lady: Wicked Plants of Texas - Learn about dangerous plants native to Texas.

July 10 Mad Science - Join us for a hands-on show that makes learning science fun and entertaining.

July 17 Blackland Prairie Raptors - Learn about Texas raptors and what you can do to help them.

ADULTS

04/24/2023 Item WS3.

Better Together @ SPL

Adult Summer Programs 18 +

Read or listen to 3 YA or adult-level books. Attending Adult events also counts as do books you've read for Read More. Conversely, Summer Reading books count for Read More.

Read More Challenge 2023 - Read or listen to a unique book from each of the 20 categories on our website. Must be adult or YA level. Summer Reading books that fit a category also count.



Grand Prizes

- Theater & Snack Package
- Spa & Relaxation Package
- Let's Play Games & Snack Package

Submit logs electronically or in person between **May 22 - August 5.**

Your first log earns a canvas zip pouch that can be picked up between June 19 - August 5.

Adult Book Clubs

® = Registration Required

Booked on Fridays ®

Meets 2nd Friday of the month on Zoom & In-person. Email ask@smithlibrary.libanswers.com to obtain a book and invite info.

June 9 - Apples Never Fall by Liane Moriarty

July 14 - While Justice Sleeps by Stacy Abrahams



Third Tuesday Book Bunch ®

Adults 55 & up

Meets 3rd Tuesday @ Wylie Senior Center & Zoom.

June 20 - High Stakes by Danielle Steel

July 18 - South of Buttonwood Tree by Heather Webber

Adult Programs and Events 18+

Registration required for all events and opens May 22 for June programs and June 19 for July programs. Space is limited.

Pamper Yourself Pineapple Paint Party [®] Tuesday, June 6 @ 6:00pm

Join artist Amy Pagan and paint a watercolor pineapple with a pina colada recipe. Pineapple (also non-pineapple) drink & snacks provided.



Game On: Honey Heist [®]

Thursday, June 8,
Thursday, June 22
or Thursday, July 20
@ 5:30pm

Fun, stand-alone RPGs. No prep.
Each date is its own campaign.

Mandala Painting [®]

Saturday, June 10 @ 1:00 - 3:00pm

This class on Mandala painting, with its rich history, is a meditative practice. Supplies provided.



An Organized Oasis [®]

Tuesday, June 20
@ 6:30 pm

Professional organizer Sandy Jones helps you address the clutter around your home.

Kids Summer Programs

All programs are geared towards elementary school aged kids. Stickers are required for entry and available for free on the day of the program. Space is limited.

TUESDAYS @ 10:00 & 11:00 am

June 13 James Wand - Travel the world looking for the evil Dr. No No with James Wand as your guide!

June 20 Bubbles With Spubbles - Join us for a fabulous indoor bubble show!

June 27 Rob Holladay the Balloon Guy - All kinds of fun! Balloons! Puppets! Lots of Laughs!

July 11 All About Animals - Meet some hairy and not-so-hairy animals from all around the world!

July 18 Mad Science - Fun and entertaining science!

THURSDAYS @ 6:00 pm

June 15 James Wand: Travel the world looking for the evil Dr. No No with James Wand as your guide!

June 22 Prismatic Magic: Join us for our first ever Laser and Light Show dance contest! Warning-loud w/flashing lights.

June 29 Rob Holladay the Balloon Guy - All kinds of fun! Balloons! Puppets! Lots of Laughs!

July 6 Blackland Prairie Raptors - Learn about Texas raptors and how to protect them!

July 13 All About Animals - Meet some hairy and not-so-hairy animals from all around the world!

July 20 Austin Reptiles - Fun and informative show about Texas reptiles.

Storytimes June 5 - July 21

Stickers are required for entry and available for free at the Children's Desk.

FAMILY

Mondays @ 6:00pm
Bilingual English/Spanish
for all ages

INFANTS

Wednesdays @ 10:00am
For 0 - 11 month olds

BIG KIDS

Wednesdays @ 10:45 &
11:30 am
Thursdays @ 1:30 pm
For 3 - 5 year olds

TODDLERS

Fridays @ 10:15 & 11 am
For walkers up to 3 year olds



Storytime will be on a
break from

July 24 - September 1, 2023.

Storytime resumes
Wednesday,
September 6, 2023.

Adult Programs & Events Continued

Diamond Painting®

Saturday, June 24 @ 1 - 3:00 pm

Create a glittering, multi-dimensional picture by combining mosaic art and paint-by-number. Supplies provided.



Picnicking With Texas Parks®

Wednesday, June 28 @ 6:00 pm

Want to get outdoors this summer? Learn about the State Parks near here and what they have to offer. Get tips on how to be an eco-friendly park visitor.



Improv Workshop for Adults®

Wednesday, July 12 @ 6 - 7:30 pm

Get some acting tips and tricks from John Rawley of Alternative Comedy Theatre.



DIY Candle Making®

Wednesday, July 19 @ 5:30 pm

Tina Ames from Sweet Home Bath & Body will teach you how to make your own eco-friendly, clean-burning candle. Supplies provided.



Game On: Board Games®

Saturday, July 22 @ 2:00 pm

Cool off and relax with an afternoon of board games. The library will provide the games, all you have to bring is you.

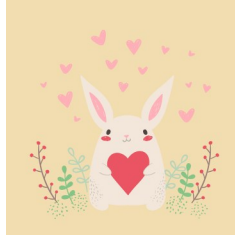


Adult Special Programs

Be Kind Challenge - Kindness Pass it on!

Monday, June 12 - Monday, July 31

Complete a log each week with three acts of kindness for a chance to win a \$10 gift card! Acts will be posted on the library's social media as inspiration for others! See Help Desk for details.



Better Together @ SPL Community Cookbook

Monday, May 22 through Saturday, August 5

Smith Public Library is assembling a community cookbook from our patron's recipes. See the Help Desk or our website for full submission information & form.

Recipe



Flute Concert

Saturday, July 15 @ 1:00 pm

Flutopia returns for a concert in the library's lobby. Everyone is welcome.



See our website for full details: wylitexas.gov/library

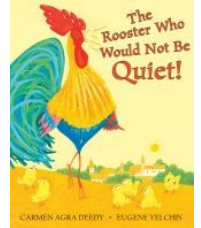
Fun Family Programs

Summer Story Hike

Friday, May 26 - Sunday, June 4



Take a Story Hike around the library walking trail and claim your prize. This is a self-directed activity. One prize per day please.



All Together Now Scavenger Hunt

Monday, June 5 through Saturday, June 10

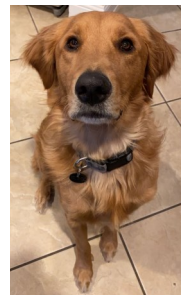


Find all of the items on the list and claim a prize at the children's desk! This is a self-directed activity. One prize per day please.

Wagging Tails with Leo

Select Tuesdays in June and July @ 4:30 pm

Leo wants you to be a great reader! Come on Tuesdays @ 4:30 pm and read to Leo. Please check our website for specific dates. Stickers are free, required and available on the day of the program. Space is limited.



April 2023 Items for Future Agenda:

- Policies up for review
 - Collection Development Policy (May/June)
 - Small Business Center (July)
- FY 24 Budget
 - Tuesday, July 11 Budget Work Session with City Council
 - Tuesday, July 25 Budget Work Session with City Council
- Friends of the Library Events
 - Local Garden Tour Saturday, May 13
 - Annual Book Sale Saturday, July 22
 - Annual Book Sale Preview Night Friday, July 21
- Next meeting Monday, May 22