

# Wylie Library Advisory Board Regular Meeting

March 27, 2023 – 7:00 PM

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



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## 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 February 27 meeting.

### REGULAR AGENDA

1. Review and approve Library Advisory Board Bylaws.
2. Review and approve the Confidentiality of Library Records Policy.

### WORK SESSION

WS1. Review monthly report and usage statistics.

WS2. Review upcoming programs for April 2023.

WS3. Review items for future agenda.

### ADJOURNMENT

### CERTIFICATION

I certify that this Notice of Meeting was posted on Friday, March 24, 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.

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Stephanie Storm, City Secretary

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Date Notice Removed

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

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

Texas Government Code Section:

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

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

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



# Library Advisory Board Minutes

03/27/2023 Item A.

**In-person Meeting**  
**February 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 7:01 p.m. The following Library Board members were present: Roz Davis, Kristina Jones, Toshia Kimball, Justin Strauch & Ofilia Barrera, Board Liaison. Carla McCullough and Kristin Botsford are the Board members not 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.*

## **PRESENTATION**

### **1. Program Spotlight: Kelsey Sidwell, Teen Librarian**

→ Ofilia introduced Kelsey Sidwell, our Teen Librarian. She told the Board that she is hosting a Dungeons and Dragons mini conference during Wylie ISD Spring Break from 2pm-8pm on Wednesday March 8.

◆ Kelsey explained the whole library will be filled with activities including multiple RPG's (role playing games that were big in the 80's), question and answer committees, help creating characters, a comedy theater in Richardson will perform a live game in costume (audience participates in the dice roll and direction of the characters in the game). There will be a tween and teen game focused on getting into character. Registration is not necessary. Color Spring Creations will be there to create resin dice. Kelsey said they will do a presentation for us and a giveaway of dice worth \$80-\$200. David, the Adult Services Librarian, will be doing a presentation of our dual extruder printer on making characters. In the end, there will be a question and answer session. She said we will have coffee and pastries from Esperanza Panaderia there.

→ Juan asked if there was a specific age group involved in this day.

◆ Kelsey said she has adults that play who want to bring all of their kids. She stated that it will be mostly teens through adults.

◆ Roz asked what time the theater group would perform and Kelsey confirmed 2:00.

◆ Justin asked about outreach and response to her efforts.

Kelsey said there were lots of phone calls at the desk. She said she had spoken to a young man who asked if he could come up and play games with his own group. She encouraged him to bring his friends and do so. She had also spoken to parents asking what is appropriate for certain ages of kids. She explained that several Game Trade employees who help us with giving out flyers and encouraging kids to come. She confirmed that we will also have signs at the entrance and throughout the library with directions and itinerary / event information.

→ Ofilia thanked Kelsey for coming and told her that the Board appreciated her time.

## **CONSENT AGENDA**

### **1. Consider and act upon approval of the Minutes of the January 23, 2023 Library Board Meeting.**

#### **Board Action:**

The Library Board Minutes of January 23, 2023.

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

→ Roz made a motion to approve the minutes without changes.

◆ Justin seconded the motion.

All votes were in favor. The motion passed 5-0.

## **WORK SESSION - DISCUSSION ITEMS**

### **1. Review and approve Texshare Lending Policy.**

→ Ofilia said Texshare is a program throughout the state with the goal to give the maximum amount of materials to the maximum number of people. Public libraries can apply to be a part of Texshare. What it means is that any patron of our library can come in and ask for a Texshare library and go to other libraries (for example: Richardson doesn't allow non-residents in unless they pay for a card) and check out materials using the Texshare card. Each library can set their own terms meaning not all materials are always part of the program. It is up to the library what they want to allow to be checked out. We are a Texshare library. We choose to just make those visiting or dropping by patrons of our library (possible since we do not have a residency requirement). That allows them access to all of our materials. They are typically thrilled. Ofilia explained that some of this language is required by Texshare. We spell out the ways in which this privilege can be suspended for overdue items or if the fine exceeds \$5. However; much of this is up to us, and we have streamlined the wording.

◆ Justin asked how many libraries are participating in this.

→ Ofilia said she would look that up and get back to him.

◆ Roz stated under the second bullet under obtaining, take out the words in order. She clarified the process of what rules apply when they ask us for a card versus what rules apply when they go somewhere else with our card and ask for a Texshare card.

→ Ofilia said people are glad to become patrons and get access to all of our resources including Ancestry.com.

→ Ofilia said the residency requirement is fairly modern. Public libraries were meant to be open to everyone. It is about access and equal access. The new idea is that residents who pay the taxes should be the ones to reap the benefit of the service, and everyone else should have to pay. We have not had to adhere to that. We have been able to welcome everyone freely.

◆ Justin asked what happens to our materials when people go home to other cities with them. How do we get them back?

→ Ofilia explained that there is a courier service that libraries can use to return materials to us. She said that it rarely happens. It is why we have a limit on the number of items you can check out on the first time. She said recently we had one of our patrons borrow from another library and damage the item. We had to pay for that. It was the first instance in Ofilia's 15 years that she is aware of that happening.

◆ Juan asked for additional comments or concerns.

◆ Roz suggested a semi colon under using after the word therefore.

◆ Justin made a motion to accept the Texshare lending policy as written and revised.

◆ Roz made a second to the motion.

The motion passed 5-0.

### **2. Review monthly reports and usage statistics.**

→ Ofilia said the report had been updated and numbers may be higher due to the winter ice storm and school shut down. Unique users in Libby were 2,000 more than last month. January did have an extra Saturday. The trends continue in Hoopla. Kanopy has really high usage. One credit can be used for an extended period of time. The kids' count must have been high during the ice week. We were closed Tuesday, Wednesday and Thursday, but we opened for normal hours on Monday and Friday.

◆ Juan clarified the number of holds should be 546.

→ Ofilia agreed.

◆ Toshia asked about takeaways from the two conferences Ofilia attended.

→ Ofilia said the PLANT meeting was about redesigning our existing space. It gave her quite a few ideas. We are 10 years into our building and planning to meet with an architect about what is possible. The City is working on their 5 year plan. They are asking about technology and information on physical changes desired. Ofilia is thinking that DVDs are dying out, and we can repurpose that space. The LibX conference had much discussion on book bans. Panelists were there from cities that have had some issues. The information led us to new ideas for updating our Reconsideration of Materials Policy to avoid holes we do not even realize are there. Everytime we attend these things, we gain new knowledge. They have told us to prepare, prepare, prepare our Boards and Councils. Lisa, our Assistant Director, is going to a workshop in Aubrey with the Texas State Library and Archives Commission on the Collection Development Policy. Our City Attorney has made one round of suggestions on our policy already. Ofilia said we hope to have a second opinion before Lisa goes to the workshop so she can take it with her. She stated that she and Lisa are working on presentations for our Board and Council after learning from other libraries and listening to the state library

recommendations.

◆ Juan asked if we have ever had anything challenged.

→ Ofilia answered that in her time here, 15 years, nothing had ever escalated to the Board. Challenges first go to the Librarian in charge of the collection to listen to the concern. The Supervisor of the Department and Ofilia would then read the material and look to see if it adheres to the policy. That decision would be shared with the person concerned. In the past that is as far as it has gone.

◆ Roz asked about the Friends Board positions.

→ Ofilia said she had more than a dozen applications. She spoke to as many of those interested as she could reach. She welcomed everyone to come to a meeting and answered lots of questions. She said these calls were positive and enthusiastic. She stated that she was excited about the future of this Board.

◆ Justin asked about outreach.

→ Ofilia said we had so many requests in January that we needed to put a schedule together. Requests had come from many different places, through Libinfo, through Librarians, etc.. We were excited to be part of all of it. We had some rescheduling because of the ice storm. We recently had a 2nd grade class come from Watkins for a chat with the Mayor, and then a tour of the library and the Rec. We did a tour and story time with them. All of this has been great fun. Ofilia thanked Justin for his work in our outreach.

◆ Toshia asked about the library garden.

→ Ofilia explained the garden is a work in progress. We are waiting to plant vegetables and flowers due to frost. The cement walkways have been installed and are looking great! It is much more accessible. We are planning the 2nd Local Garden Tour for May 13 to invite people to see some of our local gardens.

◆ Justin asked about working with Wylie East or Wylie High with FFA for a seed exchange.

→ Ofilia mentioned that we have lots of ideas for that. We haven't been able to cultivate quite enough seeds yet. We have some pretty good heirloom seeds because catalogs will send them to us for free when they hear that we are a library. Working with the FFA's is a great idea, but we have found that they are so busy. The kids put so much time into animals, they haven't had a chance to work in the garden. One of our Librarians is an FFA Mom who might love to have her daughter help if time allows.

◆ Justin asked about the weekly Admin meeting and asked how everyone is doing.

→ Ofilia stated that everyone is doing well. That meeting is Lisa, Michelle, and Ofilia. We speak weekly about the schedule, the budget, our activities in the rented rooms. We had two Circ positions open that have been filled. New employees will start next week.

◆ Justin asked about CTLS.

→ Ofilia said that is the Central Texas Library System who did a virtual talk about challenges in the state.

◆ Justin asked about Summer Kick Off event planning and expectations for the summer.

→ Ofilia said the excitement is building. In and Out burger will be here again, the Rad Hatter, BooCoos the Clown, and inflatables. In April, she will have the dates of these big events. She promised the Board will be the first to know. She said the library is looking forward to the summer.

◆ Juan asked about the Historical Society Meeting.

→ Ofilia said she tries to make the programming and planning meeting. They are talking about ways to make the Haunted Tour fun again next year. This year we will add a spirit who is a telephone operator who knows all the gossip in conjunction with Marshall Howry in telling historical tales. It will be different so those that went last year will come again. She said she would like to get people out to Wylie cemetery because we have so many prominent citizens buried there. The fall is so busy so they may plan that around Memorial Day. The planning is being done for next year.

◆ Juan asked for comments.

### **3. Review upcoming programs for March 2023.**

- Ofilia reported Burl Washington was here. He spoke to young artists about technique and ways to become an artist. It was a real conversation. It was so nice to have him here in person.

### **4. Review items for future agenda.**

- Policies up for review due to changes and challenges within the state
  - Collection Development Policy - 2nd round may be back from the attorney by April or maybe May.
  - Confidentiality of Library Records was turned into the attorney February 27, 2023 for

review.

- The 2023 Small Business Center policy is being discussed. Ofilia is hoping to give reservations a timespan longer than 2 hours (which is how the study rooms are reserved).
- Friends of the Library Bookmarks will be presented at the next meeting.
- The Library Advisory Board ByLaws haven't been reviewed since 2004. They are being updated. We are working on it.
- Kick off for Budget 2024 is coming soon sometime in March.
- Our next meeting is on March 27, 2023

◆ Roz asked about the Medicare presentation and whether or not he would have the ability to do a presentation on Social Security.

→ Ofilia said she would ask him.

◆ Justin asked about the last day bookmarks can be submitted.

→ Ofilia said March 18 was the deadline.

◆ Justin said he had been promoting it to his students, one of which brought a bookmark that won last year.

◆ Roz asked about the Aquatics Center.

→ Ofilia stated that as of now the Citizens Committee decided not to pursue that due to costs and liabilities.

◆ Roz asked about the Rec Center.

→ Ofilia said the council initially didn't want to raise rates. Later, the YMCA gave a presentation. The Rec Center came back and said they could do the same things with a rate increase. This put the Rec Center in a positive cash flow, and they are fine now.

◆ Juan asked if there were major items for the budget next year.

→ Ofilia said everything is more expensive. She said with the sorter being installed this year, there is no big project planned for 2024.

◆ Toshia asked if there was feedback about the Rec Center rate change.

→ Ofilia said they were conscious about lowering the senior rate. They were purposeful about offering auto renew and not day rates, etc... She said she had not heard much feedback, but she offered to ask.

◆ Justin asked what the next step is for the Collection Development Policy.

→ Ofilia said we pass it through the attorney first, and then it comes back to us at the Board.

### **ADJOURNMENT**

Roz made the motion to adjourn and Toshia seconded the motion. The vote passed 5-0. The meeting adjourned at 7:55 PM.

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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. Vacancies in officers other than the Chair shall be filled for the unexpired term by election from the remaining Library Advisory Board Members.

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

## **Confidentiality of Library Records Policy**

### **Approved by the Library Advisory Board on March 27, 2023**

The purpose of this policy is to protect your right to privacy with respect to

1. Information sought or received.
2. Materials consulted or borrowed.
3. The status of one's financial accounts with the library.

It is the policy of the library that all circulation records and other records identifying library users remain confidential, except as otherwise provided by law.

#### **Types of Information the Library Collects About You**

1. Name, address, and contact information in order to obtain a library card.
2. Records of items you have currently checked out and titles you have on hold.
3. Information about overdue, lost, or damaged items.
4. Records about fines or fees.
5. Contact information for patrons who have signed up for library classes or programs.
6. Applications for people and organizations that use the meeting and study room.
7. Records of individuals who use our computers.
8. Other information relevant to services requested or offered by the library.

#### **How the Library Protects Your Confidentiality**

1. Retains only that personal information necessary to deliver library services.
2. Eliminates confidential information from public access and verifies your identity during telephone transactions.
3. Purges electronically or manually shreds data in accordance with applicable retention schedules.
4. Releases account information only to the account holder or to that person's authorized representative, including the adult responsible for a child's card.
5. Does not share, sell or lease your personal information to any commercial or other entity that is not affiliated with the library.
6. Regularly removes Web history, cached files, and other computer and Internet use records.
7. Does not share with third parties or private or public agencies any information about library users, the materials they check out, the information they seek, or the services they use unless required to do so under applicable law, including Section 552.124 of the Texas Government Code (see below). Library records may be subject to disclosure to law enforcement officials under provisions of state and/or federal law or to a litigant in a civil lawsuit, subject to applicable legal limitations.
8. Denies all requests from third parties for records containing personal information and refers such questions to the Director when necessary.
9. The Director consults with the City Secretary and the City Attorney, as necessary, before determining the proper response to any legal request for records.

**Protect Your Privacy**

1. Protect your library card number and PIN.
2. Notify us immediately if your card is lost or stolen.
3. Review your personal information annually and keep it up to date. Inform the library of any changes.
4. Don't allow others to use your library card. Use care in the use of your child's cards.
5. The library's Wi-Fi is an open network and therefore is not secure.
6. Be sure to log out of any secure sites you have visited on the library's computers.

## Texas Government Code

Sec. 552.124. EXCEPTION: CONFIDENTIALITY OF RECORDS OF LIBRARY OR LIBRARY SYSTEM. (a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section [552.021](#) unless the record is disclosed:

(1) because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;

(2) under Section [552.023](#); or

(3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:

(A) disclosure of the record is necessary to protect the public safety; or

(B) the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

(b) A record of a library or library system that is excepted from required disclosure under this section is confidential.

## **Procedures for Implementing Confidentiality of Library Records Policy**

The following procedures shall be observed when a subpoena or warrant is issued and served:

### **Subpoena**

1. The Library Director or designee will ask for law enforcement official's identification and contact information.
2. The Library Director or designee will accept the subpoena.
3. The Library Director or designee will inform the officer that the City Secretary and City Attorney will respond to subpoena on behalf of the library.
4. The Library Director or designee will turn the subpoena over to the City Secretary and City Attorney as soon as possible after receipt. If library staff accept service of the subpoena in the absence of the Library Director or a designee, the subpoena should be turned over to the Library Director as soon as possible. The City Manager will be notified.
5. The Library Director or designee will work with the City Secretary and City Attorney to respond appropriately to the subpoena.

### **Search Warrant**

1. The Library Director or designee will ask for the law enforcement official's identification and contact information.
2. The Library Director or designee will accept the search warrant.
3. The Library Director or designee will immediately inform the City Secretary and City Attorney to provide advice and assistance. The City Manager will be notified.
4. The Library Director or designee will ask the law enforcement official if he or she would be willing to delay the search until the City Secretary or City Attorney arrives or provides assistance.
5. The Library Director or designee will read the warrant and any attached documentation. The Library Director or designee will verify that it is signed by a judge and is issued by a local state or federal court. If there are questions about the validity of the warrant, a call should be made to the issuing court to verify the validity of the warrant or order.
6. The Library Director or designee will not agree to any additional searches or volunteer information about the items or records in the warrant.
7. The Library Director or designee will not sign any documents on behalf of the City without the advice of the City Attorney.

8. The Library Director or designee will ask the officers to provide an inventory of the items or records seized.

9. The Library Director or designee will ask if it is possible to provide copies to the officers or to make copies for the library's own records.

10. The Library Director or designee will not obstruct the search in any way.

11. If law enforcement is unwilling to cooperate, then step aside and let them get their information. Record the incident and give it to the City Secretary and City Attorney. Inform the City Manager.

## Monthly Report for the Library Advisory Board

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

### February 23 - March 22

#### Attendance at Events:

- Storytimes 1,328
- Kids Programs 959
- Teen Programs 380 (D&D Mini Con)
- Adult Programs 126
- Outreach 202
- Business Card Exchange 119

#### Circulation Statistics:

- Circulation (Check-outs + Renewals) 46,415
- Visitors 16,032
- New Borrowers 479
- Drive-Thru Transactions 220
- Number of Holds Processed 4,025

#### Digital Resources Usage:

(Presented by calendar month)

Libby (Overdrive)				
	February 2023	January 2023	December 2022	November 2022
Unique Users	14,820	15,416	13,742	13,842
Check-Outs	52,957	58,652	51,178	51,078
Holds	21,793	25,496	19,536	20,435
Purchases	700	620	510	837



<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>Nov 2022</b>	512	5	61	234	69	21	50	952
<b>Dec 2022</b>	573	7	73	250	77	16	21	1017
<b>Jan 2023</b>	789	13	113	317	94	34	29	1389
<b>Feb 2023</b>	719	13	84	313	91	43	52	1315

<b>Kanopy</b>				
<b>Stats</b>	<b>Visits</b>	<b>Pages</b>	<b>Plays</b>	<b>Minutes</b>
<b>Nov 2022</b>	775	1,537	340	6,507
<b>Dec 2022</b>	846	1,488	393	5,877
<b>Jan 2023</b>	1,244	1,913	351	6,925
<b>Feb 2023</b>	890	1,427	310	7,531
<b>Plays by Device</b>	<b>Tablet</b>	<b>Desktop</b>	<b>Mobile</b>	<b>Television</b>
<b>Nov 2022</b>	54.1%	5%	32.1%	8.8%
<b>Dec 2022</b>	63.9%	8.1%	19.3%	8.7%
<b>Jan 2023</b>	34.2%	7.7%	38.5%	19.7%
<b>Feb 2023</b>	42.3%	13.5%	27.1%	17.1%

**Meetings/Training Highlights:**

- 2/23 - 2/25/23 Ofilia attended Rotary Club President Elect training.
- 2/23/23 Lisa, Cheryl and Susie participated in interviews for part-time library position.
- 2/23/23 Lisa and Michelle distribute popcorn to city departments for National Love Your Library Month.
- 2/24/23 Monthly All Staff Meeting.
- 2/28/23 Admin Team meeting to begin the TSLAC Annual Report process.
- 2/28/23 Ofilia, Lisa and Cheryl did a new sorter demo for the Mayor and Council Member Mize.
- 3/13/23 Summer Kickoff planning meeting with Rec.
- 3/14/23 Ofilia, Lisa and Michelle attended the FY 24 budget kickoff meeting.
- 3/15/23 Ofilia attended the janitorial bid planning meeting.
- 3/15/23 Admin Team met to continue working on the Annual Report for TSLAC.
- 3/17/23 Monthly librarian meeting
- 3/21/23 Admin Team attended the State of the City Luncheon
- 3/21/23 Ofilia attended the staff meeting
- 3/21/23 Weekly admin team meeting
- 3/21/23 Ofilia, Lisa and Michelle attended the Friends of the Library meeting

**Misc. Information:**

- 3/16/23 Outreach STEAM Night Bush Elementary
- 3/20/23 Ofilia conducted student interviews @ WEHS for Camp RYLA scholarships
- 3/21/23 Outreach Hartman Elementary Engagement Night

## Upcoming Library Programs - April 2023

### Adults

#### **Intro to Screenwriting**

Monday, April 10 @ 5:30PM

Screenwriter and teacher Paula Goldberg introduces the basics of visual storytelling, whether writing for film, television, video games, or online content in this engaging workshop.

#### **Understanding Cybersecurity**

Wednesday, April 12 @ 9:30AM

Please join us for a 90-minute, interactive session led by KC Condit, Chief Information Security Officer of G6 Hospitality (Motel 6/Studio 6). Using real-world examples, he will show you proven steps to reduce your chances of becoming a victim of identity theft even if your personal information has been stolen. You will also receive a written Identity Protection Guide with contacts, websites, and instructions to help make theft-proofing your identity as easy as possible.

#### **Game On: Dungeons & Dragons for Grown -Ups**

Thursday, April 6th & 20th @ 5:30 PM

Puzzles and mystery await in the April Game On: Dungeons and Dragons for Grown-Ups. For adults 18 & up. New and experienced players welcome.

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

Wednesday, April 26th @ 9 AM

Come learn about the library's 3D printers, including our new dual extruder printer! Get a chance to see it in action, ask questions, and learn how to request your own 3D prints.

### Kids

#### **In-N-Out Reading Challenge-Saturday, March 4 thru Saturday, May 6**

Kids ages 4 - 12 can read 5 books to earn a free burger at In-N-Out.

#### **Idea Lab**

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

April 8 - Constellation Creators

#### **BeTween Book Club**

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

April 11 *Winterborne Home* by Ally Carter

**My Very Own Book Club**

**For 1st & 2nd Graders** meets on the designated date from 3:30-4:30pm in the Multi-Purpose Room.

April 18 & 20 *The Good Egg* by Jory John

**National Library Week Hike-Friday, April 21 - Sunday, April 30**

Two stories, one path. Enjoy *Lola at the Library* by Anna McQuinn going one way and *Explorers of the Wild* by Cale Atkinson heading the other way.

**Teens****Teen Book Club**

7th-12th graders meet monthly at 6pm in the storytime room to chat about the book we read, discuss what else we've been reading, and snack! The first 30 teens to sign up get a free copy of the book!

April 13 - *All These Bodies* by Kendare Blake

**Japanimation**

Our anime and manga club for 7th-12th graders! Join us every month in the storytime room at 6pm to watch anime, chat about manga, do some crafts, and share artwork with each other.

April 20

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

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

April 6 - Campaign 3 (Part 2)

**March 2023 Items for Future Agenda:**

- Policies up for review
  - Collection Development Policy (April/May)
  - Small Business Center (June)
- 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
- Summer Preview
  - Summer brochure released Monday, May 1
  - First day to log reading Monday, May 22
  - Annual Kickoff Friday, June 2
- Next meeting Monday, April 24