



Library Advisory Board Minutes

In-person Meeting
August 22, 2022 – 7:00 p.m.
Council Chambers

CALL TO ORDER

Announce the presence of a Quorum.

Board Chair Juan Azcarate II called the meeting to order at 7:02 p.m. The following Library Board members were present: Kristen Botsford, Toshia Kimball, Carla McCullough, Justin Strauch & Ofilia Barrera, Board Liaison. Board members not present: Roz Davis and Kristina Jones.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address the 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

1. **Staff Spotlight:** Ofilia introduced **Michelle Ribeiro** as the new Administrative Assistant at the Library coming to us from Plano ISD. She mentioned Michelle has been with us for two months, and that we are lucky to have her. She asked Michelle to tell us about herself.

→ Michelle Ribeiro said hello and said she was excited to be here serving the community where she lives. She mentioned her most recent previous experience was with Plano ISD where she started as an Office Manager on a campus, moving to Professional Learning at the District level, and in her last role worked for finance at the District level. She said she had learned a lot already and was happy to be at the library. Ofilia introduced the Board members to her. Board members congratulated her and welcomed her here. Ofilia stated she would be handling purchase orders, all of our correspondence, meeting rooms, and is willing to jump right in and help with anything. Michelle mentioned she started the week of the Kick Off and was glad to be able to meet so many people over the summer.

◆ Kristen asked where she sat at the library.

→ She explained her seat is right outside Ofilia's office across from the workspace. She said she enjoys being in the center of that space where she can learn so much from the staff.

→ **Lety Yanez - Assistant City Manager**. Ofilia introduced Lety who said hello to the Board and told a little bit about herself. She said she has been with the City of Wylie for five years, and prior to that was with the City of Mesquite for 13 years. She has 20 years of HR experience. She started here as the Director of HR previously and was asked by Brent Parker to take on the position of Assistant City Manager. She said she is taking the opportunity for the next 6 to 9 months to learn and listen. She mentioned that she has already interacted with Ofilia, Lisa, and the team, and is excited it is one of the departments she will be able to spend time with. She stated that prior to now, her focus was to take care of the people and the employees. Her role has changed in that she now has an operations hat on. She said she is here to support Ofilia in whatever she needs. Juan asked her what other departments she has. She said the Library, HR, Municipal Court, Operations (IT and Facilities), and Parks and Recreation. All the fun departments. She said she is happy to be here.

CONSENT AGENDA

1. Consider and act upon approval of the Minutes of the July 25, 2022 Library Board Meeting.

Board Action:

→ The Library Board Minutes of Monday, July 25, 2022.

- ◆ Carla mentioned that who was in attendance needs to be updated, and Justin needs to be added to the list.

- ◆ Carla mentioned that we still have the issue of putting question marks after statements made, and on page nine the word October needs to be capitalized.

→ Ofilia said she would take care of those things and thanked everyone. Carla made a motion to approve the minutes with the changes made.

- Justin seconded the motion, all in favor.

2. Reviewing and approving the updated Study Room Policy.

→ Ofilia began by saying that as she had stated previously this policy had to be reviewed due to the way the study rooms are reserved. Those reservations used to be made at the desk and it is now all done online. She stated this is the biggest change, along with a recent change to increase the age limit due to maturity. She stated everything else is the same as in the past. She asked for questions.

- ◆ Kristin asked about the language of the study rooms as it related to the statement that adults with children under age 17 are not allowed. She gave an example by stating that she and her kids could not rent the room. Ofilia said that is correct. The reason for the change is that we have a lot of tutors taking over the rooms and technically you cannot run your business from the library. This situation goes against that rule, so it is not allowed. We do recommend they consider using the tables behind the non-fiction books in the Children's section where it is typically, not always, quiet, and there is plenty of room.

→ Toshia had an observation on the 4th bullet down, there was a misspelled word. Ofilia took note and said she would make the change to the word. She said she appreciated the catch since it is hard to see everything once you have read it so many times.

- ◆ Justin asked if that language is online when patrons go to make reservations. Ofilia said yes, that it will ask the question "is everyone in your party over the age of 17?". Ofilia mentioned that we do, and Michelle does, refer to this and the meeting rooms policy as well. We hand it out quite a bit because patrons do ask us.

- ◆ Juan asked for questions or concerns. He asked for approval based on the changes as discussed.

→ Kristin made a motion to approve the updated study room policy. Justin seconded the motion.

The motion passed 5-0.

WORK SESSION - DISCUSSION ITEMS

1. Provide an update on the sorter.

→ Ofilia stated we had our first meeting with TechLogic on Thursday the 18th. They signed all the paperwork and talked to a member of the installation team. They estimate it will not be until the end of November or the beginning of December due to back-ups. They promised it would not go into next year. We turned in all of the documents. TechLogic is the company. Ofilia explained she is hoping for a smooth transition because their parent company owns the OPAC software that we are currently running. The installation may be a bit more challenging because it will be a 4 to 5-day process. They are bumping the dropbox out. They are installing a ramp so you can drop all of your books at one time and the belt will sort it. Currently, you can't comfortably drop off your books within easy reach from inside your car. People usually get out of their cars and drop the books one by one. With the new bump out, you can easily do it from your car. She stated we are excited about that. She also said it is supposedly much quieter and much faster. The project is in process and a little bit under budget.

◆ Juan asked for clarification on the 4 to 5-day installation.

→ Ofilia stated we will put an alternate solution in place for the book drop and the window. We are already talking about it. We will be ready.

◆ Justin asked if it would be posted in the library, on social media, or somewhere so patrons know what is going on.

→ Ofilia assured the Board we would have signs in place as soon as we have a date and also because we are so excited about it. She said depending on the weather, and if we had the staff, she wouldn't mind doing a tent for book drop off (kind of like what we do for the Summer Kick-Off every year). That would be nice during story time or times when there are quite a few people in the library. She said we will have to see as we get closer.

◆ Juan asked if we take statistics on how many people use the book drop.

→ Ofilia said yes, and stated before the pandemic the inside book drop was much busier. It was a 60% inside, 40% outside split, but since the pandemic that has flipped. The outside drive-thru is now much busier.

◆ Kristin asked for clarification on how you actually drop the books off. Ofilia told her the new system is a dummy shoot you can use to throw all of the books in (not one by one anymore), and there is a ramp that will separate them prior to sorting.

→ Ofilia said we are very happy it might be faster so as to avoid patrons having to wait for others, and then honking, etc... We are trying to avoid all that happens that is frustrating in the drive-thru book drop.

◆ Kristin commented it will be neat, and good.

→ Ofilia asked if anyone had any additional questions. No one had additional questions.

2. Review the Friends of the Library Presentation made at the Rotary Club meeting last week.

→ Ofilia talked about Kristina Kelly, a current city employee, and also a Friends of the Library member who did this presentation to the Rotary. Ofilia asked that the Board review the presentation which contained lots of information they already knew. The first few pages are some fun facts in general on what the Friends do, but pages 34 and 35 specifically tell us exactly what our Friends have done for us. Page 34 is a timeline with the years, and what they purchased for us in those years. That includes everything from an \$8000 purchase of computers, to a storage cabinet, STEAM kits, new furniture for the teen room, and all kinds of good stuff. The Halloween event, the 50th Anniversary Celebration, and last year the garden planters and circulation carts. We brought the book sale back last year and made more than we ever have which was approx: \$4400 - \$4500. That was the best we had ever done. This year we did \$6231. We are so excited. Next year we may set a goal of \$10,000 and think of something big we can do with it. We will hang a big thermometer that we color in, and we will take it all the way to the top. People are so generous. We had our first-ever pre-sale for Friends members the night before, and we did almost \$1200 in two hours. The following morning we had 25-30 people waiting in line to come in. People know about it and are participating in it, which we greatly appreciate. We will think of ways we can make it bigger and better. We used Square and they took a fee from it. The \$6231 is what we made after that fee was paid.

◆ Carla stated so now that you have that great number, do you know what you are going to do with it?

→ Ofilia stated that we always have plans. We are looking at some different options. We used to have early literacy stations in the Children's area, little computer games with touch screens. Since the pandemic, those have gone kaput. We'd like an alternative to that. We haven't found anything we really like yet. We are still looking at ideas. We just got a new 3-D printer with a dual extruder. The library budgeted for that, but it can come with all kinds of fun enhancements and accouterments. Maybe the Friends can help us with that.

◆ Juan mentioned a few months ago we had David, the president here, and he couldn't remember if he mentioned how many members he has. Ofilia asked Lisa to confirm the number of Board members we have.

→Lisa mentioned that we have 5 very dedicated Board members.

→Ofilia said the drive for new members in the pre-sale requirement to be a member was successful. We are thinking about allowing them in on other opportunities early in the fall this year to keep the membership growing. We may consider allowing them to buy tickets early, or volunteering for upcoming October events.

◆ Juan asked for comments.

→Ofilia told a little bit about the October events. We are having a Monster Mash show, and Haunts and History Wylie Downtown Ghost Tour on October 7th and 8th, a Friday and Saturday night. This is the Friends of the Library in conjunction with the Wylie Historical Society and the Rec Center. The idea behind this is it is a tribute to Marshall Howery who way back when cleaned up the town of Wylie. He stuck around and got us on the straight and narrow. There will be someone acting as Marshall Howery playing the role of our tour guide sharing Wylie's history and telling us who is haunting whom and where. One of the members of the Historical Society has been interviewing the merchants downtown about the history of their buildings. She also has a friend who is a ghost hunter. They brought them out, and they told her some things. The Brown House is definitely haunted and you can hear all about it on the tour. There will be a 7 o'clock and an 8 o'clock tour. They will be 45 minutes long. There will be a guest to help out with the tour as well. It will be fun. This is the first of its kind.

◆ Carla mentioned that Kristina has asked about a rain plan. Is there a contingency plan in place?

→Ofilia stated the meeting is tomorrow and they will talk about that. Ofilia said she would write that down.

◆ Juan asked what the cost would be.

→Ofilia stated what they had talked about last time was \$15 for adults and \$10 for kids.

→Ofilia asked if she could answer any other questions.

◆ Justin spoke up about a prior subject. He asked about the new 3D printer capabilities and whether or not there were statistics on the usage of this. He was curious about the benefit of having it.

→Ofilia said she does keep statistics and can bring those next month. She said that our old printer is 5 years old and recently broke down. The service repair man stated that it has been really well cared for. Ofilia stated we were proud of that. This one has a larger print bed for bigger projects and a dual extruder, which means we can print in two colors. We are one of the few public libraries in the Metroplex that have one like this.

◆ Justin said he knew there is a cost for patrons to use the printer. He said he knew of high school projects and STEM classes that could use this type of printer. He wanted to know if this resource had been advertised to those teachers or Administrators.

→Ofilia said that was a great question! She said we certainly could do that and thought maybe we could even partner with them on something. She offered to get the word out to both high schools and to bring the statistics next month.

◆ Juan asked if there was anything else. There were no more comments or questions.

3. Review monthly report and usage statistics.

→Ofilia said this usage report has a special section for the summer stats. She mentioned the reading log participation is not yet greater than pre-pandemic numbers, but the programming numbers are there. We are off by maybe 50 to 100 people. We knew the summer would be a big one. It has been very, very busy. We will keep working on the reading logs. People come and pick up all the materials, but we have a hard time getting them to report back.

◆ Kristin wanted to give feedback on the reading logs. She mentioned not turning in the logs physically really demotivated her kids. She remembered it was not good to turn them in because we have to keep them. She said maybe we could provide a stamp or something that gives them an incentive to show us their log.

→ Ofilia stated the problem is that if we hand them out, then we have to keep them. She wondered if she gave families a way to print them out, and then bring them in, would that work?

◆ Kristin said maybe. She said without the Librarian checking, it demotivated the kids.

→ Ofilia thanked her for her feedback and asked if there was any other question she could help with on the statistics.

◆ Justin asked about the number of teens, 28, attending the programs on page 43. Ofilia stated this monthly usage report represented July 21-August 18, which may only be one possibly two teen programs. July 21st is the last week of teen programming. All programming ends the next to the last week before the end of July except for the Harry Potter program. That is in the kid's program number. This year we had 549 people attend that event. It was crazy and fun.

◆ Juan asked if they attended in Harry Potter regalia.

→ Ofilia stated yes they were all dressed up. We had a costume contest. It was super fun. Eric Hogue was there as the Minister of Magic. Our Youth Services Librarian was Professor McGonagall. She does that every year. Our Tech Services Librarian was Hagrid. We had a big picture taken of all of them. She said that is her favorite time of year to see all the witches and wizards come into the library. It is so much fun and is the best day of the year.

→ Ofilia moved onto streaming services saying Overdrive is our digital e-books and audiobooks. She said there is a big dip in July for Kanopy. She thought we were really talking it up at the beginning of the summer, and people move on. However, Hoopla just keeps growing. Hoopla by comparison has a lot more to offer than Kanopy. Kanopy just feels very curated, is a smaller, artsy, high-brow list, of only movies. You will not find Marvel movies there. We do not expect it to have the popular things there. We will see how it goes and see if we want to keep it going. She finds that it is interesting to see the statistics on plays-by-device stats. Most people watching Kanopy are watching on tablets. Overdrive numbers keep growing as well.

◆ Carla asked which platform was more expensive?

→ Ofilia answered Hoopla is more expensive because they have more to offer, movies, TV shows, audiobooks, CD's, and they are available all the time as is Kanopy. Hoopla has so much more selection.

◆ Carla asked so why did you add Kanopy?

→ Ofilia said because of the selection of documentaries, more intellectual materials, and great courses. We are trying to find a way to offer these things. The 788 is not bad. We may just need to talk it up again. Ofilia said she doesn't find Kanopy's interface as easy to navigate, searching for things isn't easy. They are adding a lot more stuff and changing things this fall.

◆ Juan asked about the employee safety training. Is that still being organized?

→ Ofilia stated yes, our in-service is September 6th for the Library. We are creating easy-to-read and follow one page safety documents so we can turn them into posters. That was Justin's idea. We are going to review all of that on in-service day. We will also go through a walk thru drill of a lockdown. We have questions and quizzes that relate to that. We will be going through all of the exits to the building as well.

◆ Justin asked who among the library staff is capable of unlocking and locking the doors.

→ Ofilia said as she mentioned before, we have no ability to lock the front doors because they are on a schedule. We are working with the city now to find a way to lock them. We can unlock the doors anytime, but we cannot lock them. We do have a security gate. We have changed our procedures for that. The key is there and the gate can easily be locked down. Ofilia said she is the only one with a master key.

◆ Kristin mentioned that at some point we had sliding doors on our wish list, and asked if that is still in the works.

→ Ofilia said that it was a \$6000 cost that was rejected last year under a different City Manager. We did not propose it again this year. The Rec Center was involved as well. We could propose it

again under Lety's management as the Assistant City Manager for next year and see where it goes.

◆ Carla asked what was your meeting with the Girl Scout and her Gold Award about.

→Ofilia said this is the second meeting we have had with Girl Scout. This Scout's project is a desire to do a book drive for people in bad situations by establishing a library at the Collin County Children's Advocacy Center. She would like to provide books with more diverse characters. She wants to add it to the collection at the Children's Advocacy Center. They do not currently have a library there. She wants to do programming to support those materials. We are thinking of doing a Screen Free program to support the Screen Strong initiative in May by providing the books and creating activities they can do without a screen.

◆ Carla asked if this would be an ongoing thing.

→Ofilia said the book drive is a one-time thing, but the programming doesn't have to be. On the book drive, her request has to fit the Library policy, and we have to have the money. Most of the time we run out of money before we run out of great books to buy.

◆ Carla asked about the acronym PLANT in the meetings list.

→Ofilia stated that is the Public Library Administrators of North Texas. It is a meeting with other area directors. She said they get together once a month and compare notes.

◆ Juan asked if there was anything from that meeting Ofilia took away that other libraries are doing that we should do.

→Ofilia said it was interesting because they discussed Friends and book sales. Some libraries are getting away from book sales because they are too much work and don't pay enough. The larger libraries are not doing these anymore, but the smaller libraries are depending on them. Some large libraries have foundations and have planned giving, but that is because they have a staff member dedicated to that. Most said if they have a Friends group, it is usually two or three people doing all the work. Many of these folks have lots of experience, and it is people from all over the metroplex. This month, we got to tour the Allen Public Library. If you haven't been there, they have a huge amphitheater where they do their summer programming. They are about to undergo a huge renovation and expansion. She said it looks like it is going to be so nice.

◆ Justin asked about the Meet the Teacher event at Groves Elementary School. He said he was able to work with Wylie ISD's secretary for the library. She sent out the materials we gave him to all of the elementary and secondary librarians in the ISD. He asked if the library keeps a count of their library cards.

→Ofilia said they love the librarian at Groves, Ms. Bach. She invites us to quite a few things. We also went to the Wylie ISD Back to School Fair where we had quite a few requests for library cards as well. Ofilia emphasized anytime we are invited, we do our best to get there. It is always a positive experience. We also have two youth librarians, Andrea and Veronica, that went to the Wylie ISD school librarian meeting right before school started, and they spoke to them about the programming here. We like to follow up with them later in the year again.

◆ Justin said anytime he has had interaction with the librarians, it has been positive, and they are supportive of the public library. He said he spoke with the teen librarian specifically and got some materials to encourage more teens to check out books. He has had some interaction with the Secondary Coordinator at the District level, Dr. Davis, and he is very on board with supporting the public library and distributing materials.

→Ofilia thanked Justin for all of his support. She said she thought it was just great. She mentioned that Amy Hon, the librarian at Wylie High School, used to work for us and might be a good connection as well.

◆ Kristin asked Ofilia to tell them more about Screen Strong.

→Ofilia said she has been in touch with a Wylie resident, Sandy Williams, who got involved with an organization called Screen Strong. They are attempting to help parents limit screen time to prevent addiction and toxicity with screens. Information meetings are tomorrow night at 6pm and next Wednesday at 6pm. It is an 8-week course starting in September. Having the classes at the

library will help people to connect with other families doing the same thing. Establishing a community of like-minded people is part of it. National Screen Free day is in May and we are trying to coordinate that with an event

◆Toshia asked about the presentation of the Back to the Future event.

→The Abby Award, if you haven't seen the trophy, is a huge very tall trophy. It is named after Abby, our first therapy dog. It is given to the school with the most participation in summer reading. They get the trophy for the year. At the end of the year, we pick up the trophy and give a plaque for their case. We typically present it on the campus of the school that won it. This year we are presenting the trophy at Old City Park during the Back to the Future event with everyone in the community there. The winner is a big secret that cannot be told to anyone. The presentation is on September 17. It is a Saturday. We will be there with some fun library things as well.

◆Juan asked for questions or comments. There were no questions or comments.

4. Review upcoming library programs for September 2022.

Everything is coming back. Adult programming really never ends. Cooking with Fall Flavors is coming up with Chef Sandra Jones. She gives you a list of ingredients so you can cook in your kitchen while you are on Zoom. All of the clubs are back, and Storytime will be back on September 7.

◆Justin said he got flyers and posters for the Teen Club he can distribute. Is there anything I can get to push out to the elementary schools?

→Ofilia said sure, she would send Justin the PDF.

◆Justin added there are two Dungeons and Dragons groups, a new one at Cooper Elementary School.

→Ofilia said Kelsey is in touch with a guy at Wylie High. We have many teens and now adults that are inquiring about the game. DND has had a resurgence. It is now considered cool.

5. Review the items for a future agenda.

- Timeline for installation on the sorter. We have deadlines for the configuration of the sorter by September 17. They program everything while it is being built. They have the ability to be sure it works before they deliver it. Once they get the configuration, they will give us an actual installation date.
- Confidentiality of Library Records and Collection Development policy review. We will do a policy review for Collection Development first. Changes to the state policy may make it necessary for us to add to this policy.
- KultureCity certifies staff for people with sensory issues. They give you kits like a weighted lap desk and manipulatives for kids that need to be calmed down if they get overwhelmed in the library. They can give maps to people with anxiety disorders that pertain to when they go to new places. This is to be sure it makes their first visit here a positive experience. It does involve some training for the staff.
- Creativebug is like Youtube for Joann's Fabrics. These are high-quality videos for crafts projects. We are hoping to have these within the next few months.
- Discuss statistics for the 3D printer.
- Ghost Tour and Monster Mash have been mentioned.
- Our next meeting is on September 26.

Kristin asked about puzzle checkout. Ofilia said it was already done. Puzzles and Duplos checkout has been reinstated starting September 7.

ADJOURNMENT

Justin made the motion to adjourn and Toshi seconded that motion. Meeting adjourned at 8:01 PM.

Juan Azcarate III, Board President