

# **LIBRARY ADVISORY COMMISSION AGENDA**

## **SPECIAL MEETING**

Monday, December 19, 2016, 4:30 PM  
Sierra Vista Public Library, 2600 E Tacoma Street, Sierra Vista

1. CALL TO ORDER  
4:30 p.m. in the Sierra Vista Public Library, 2600 E. Tacoma Street
2. ROLL CALL
3. ACCEPTANCE OF THE AGENDA
4. ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 28, 2016
5. REPORT ON STAFF AND LIBRARY ACTIVITIES
  - a. Library café closing
  - b. Staff holiday events
6. NEW BUSINESS
  - a. Presentation/discussion on the Talking Book Service—Debra Chatham
  - b. Discussion/decision on the library program or service to review next
  - c. Discussion on status of local request items in the county library district system
7. BRIEF REPORT BY THE CITY COUNCIL LIAISON OF CITY COUNCIL DISCUSSIONS RELEVANT TO THE LIBRARY
8. CALL TO THE PUBLIC
9. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
10. ADJOURNMENT

For special needs and accommodations, please contact Jenifer Thornton, Management Analyst, Department of Community Development, 72 hours prior to the meeting or activity. Ms. Thornton can be reached at 520-458-3315, at [Jenifer.Thornton@SierraVistaAz.gov](mailto:Jenifer.Thornton@SierraVistaAz.gov), or through the Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1

# SIERRA VISTA LIBRARY ADVISORY COMMISSION

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MINUTES OF THE REGULAR MEETING OF NOVEMBER 28 2016

## **CALL TO ORDER**

A. Slarve, Vice-Chair, called the meeting of the Sierra Vista Public Library Advisory Commission to order at 4:34 p.m. in the Sierra Vista Public Library, 2600 E. Tacoma Street, Sierra Vista, Arizona.

## **ROLL CALL**

MEMBERS PRESENT: Leslie Clark  
Stephanie Fulton  
Virginia Fuller  
Alvin Slarve

MEMBERS ABSENT: Joan Blaylock  
Kelly Roberts

OTHERS PRESENT: Victoria Yarbrough, Leisure & Library Services Director, Staff Liaison  
Emily Scherrer, Library Manager  
Susan Abend, Librarian  
Debra Chatham, Commission Recorder  
Janie Fix, Friends of the Library  
John Walsh, Member of the Public/Commission Applicant  
Jacob Jones-Martinez, Member of the Public/Commission Applicant  
Amelia Jones-Martinez, Member of the Public

## **ACCEPTANCE OF THE AGENDA**

S. Fulton moved that the Agenda be accepted as written. L. Clark seconded the motion. VOTE: 4-0. The motion passed.

## **ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 22, 2016**

S. Fulton moved that the minutes of the regular meeting of August 22, 2016 be accepted as written. L. Clark seconded the motion. VOTE: 4-0. The motion passed.

## **COCHISE COUNTY CITIZENS' LIAISON COUNCIL REPORT ON RECENT ACTIVITY**

Councilmember Slarve was unable to attend the meeting in October. The next meeting date has not yet been set.

### **REPORT ON STAFF AND LIBRARY ACTIVITIES**

a. New county librarian

Victoria reported that Amadee Ricketts has been hired as Director of the Cochise County Library District. Library staff will be meeting with Ms. Ricketts in the weeks to come to discuss the direction the county libraries will move in.

b. Updating library policies

Victoria reported that staff have been working on library policies and that the Commissioners will have an opportunity to review and comment on the policies in the months to come.

### **NEW BUSINESS**

a. Presentation/discussion on the Book Discussion To-go Kits—Susan Abend

Susan discussed the kits and the associated costs, management, and use of the kits. Susan answered Commissioners questions about how the kits are advertised, how to find out what is in the collection, how many kits are available, and circulation statistics.

b. Discussion/decision on the library program or service to review next

The Commissioners asked for a review of the Talking Book Service at the December meeting.

c. Discussion/decision on December meeting date

Due to the library being closed for holiday on the regular meeting date, the Commissioners voted unanimously to have a Special Meeting December 19, 4:30 p.m. in the library conference room.

d. Discussion of All Commission Get Together and possible collaboration efforts—S. Fulton and L. Clark

Commissioners Fulton and Clark discussed the All Commission Get Together event they attended in August. They suggested the Commissioners have booths at various events put on by other Commissions. The Commissioners agreed such activities fall within their mission and that it would be a good way to promote library services.

e. Strategic Plan Recommendation(s)

Victoria handed out a list of goals which the Commissioners discussed. After discussion, Commissioner Slarve made a motion that the Commission propose to City Council that the library's strategic plan be to establish a library outreach

program that would cost-effectively expanded library services and partnerships. V. Fuller seconded. The motion passed by unanimous vote.

Victoria explained the next steps in the strategic plan process.

- f. Discussion/decision on Library Commission Applicants John Walsh and Jacob Jones-Martinez  
Messrs Walsh and Jones-Martinez introduced themselves and explained why they wanted to serve on the Library Advisory Commission. After discussion, Commissioner Clark made a motion that the Commission recommend to City Council that Mr Walsh be approved as Commissioner and Mr Jones-Martinez be accepted as Associate Member. S. Fulton seconded the motion. After more discussion Commissioners voted unanimously to recommend to Council the approval of both applicants to the Commission as full members pending the outcome of discussion with a Commissioner who has been unable to attend the meetings. If the non-attending Commissioner is unwilling to resign her seat, the Commissioners will recommend approval of Mr Walsh to the vacant seat and accept Mr Jones-Martinez as an Associate Member until such time as a seat is vacated.
- g. Discussion of outreach opportunities with local charter schools—A. Slarve  
Commissioner Slarve explained the need for the library to reach out to charter schools which do not have libraries. Commissioner Fulton suggested that the library not focus solely on charter schools because library resources are funded by taxes and charter schools are private schools. She suggested that the library's outreach extend equally to all schools and organizations that could benefit from it.

Victoria and Emily explained the outreach and services staff already provide to schools, home schoolers, and other groups and explained budget and staff limitations.

Commissioner Slarve suggested that under staff direction, the Commissioners could become involved in outreach opportunities. Victoria appreciated that idea and will explore that option.

- h. Tour of the new city/library website  
Victoria demonstrated the new city and library website and answered questions from the Commissioners.

### **BRIEF REPORT BY THE CITY COUNCIL LIAISON OF CITY COUNCIL DISCUSSIONS RELEVANT TO THE LIBRARY**

Councilmember Mount was unable to attend the meeting.

### **CALL TO THE PUBLIC**

There were no comments from the public.

## **REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS**

Commissioner Slarve asked for an update on the status of the books marked 'Local Request' in the county-wide system and how the Commissioners could advocate for a county-wide library card. These items will be on the December agenda for discussion.

Mr Walsh mentioned he is part of a consortium which is advocating for a state-wide library card.

## **ADJOURNMENT**

There being no further business to come before the Library Advisory Commission, A. Slarve adjourned the meeting at 5:48 p.m.

The next Special Meeting of the Library Commission will be Monday, December 19, 2016.

The regular meeting of December 26 has been cancelled due to the holidays.

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A. Slarve, Vice-Chair

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D. Chatham, library recorder

## Library Programs and Services List

Highlighted items have been reviewed

### Children's Programs

- Baby, preschool, toddler storytimes
- Family Movie Night
- LEGO Club
- STEAM Saturdays
- Summer Reading Program
- Homework Help
- Class Tours

### Adult Programs and Services

- Talking Book Program
- Book discussion group
- Book discussion to go kits
- Movie Matinees
- Amazing Arizona Presentations
- Interlibrary Loan
- Digital Device drop-in
- Puzzle Exchange
- Bicycle lending
- Computers
- Compute Classes
- eBooks—Overdrive
- eAudiobooks—OneClick Digital
- Databases
- Tuesday Talks
- Alternative therapy lectures
- Author visits
- Discovery Packs
- Self-checkout machines
- WiFi

<b>LIBRARY ACTIVITY REPORT</b>				
<b>NOVEMBER 2016</b>				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
<b>CIRCULATION</b>				
ADULT	6,923			
AUDIO	1,685			
AV EQUIPMENT	0			
BICYCLE	3			
CHILDREN	2,235			
DISCOVERY PACKS/KITS	6			
DVD	6,382			
E-BOOKS	869			
E-AUDIOBOOKS	113			
INTERLIBRARY LOANS	749			
JUVENILE	2,300			
PERIODICALS	326			
YOUNG ADULT	833			
VIDEO GAMES	225			
<b>MONTHLY TOTAL</b>	<b>22,649</b>	<b>23,522</b>	<b>136,487</b>	<b>132,561</b>
Average Daily Circulation	809			
Patron Count	12,801			
New Users	324			
Internet use (number of accesses)	2,152			
Bishop Room Usage (# of groups)	48			
Conference Room Usage (# of groups)	36			
<b>INTERLIBRARY LENDING</b>				
SIRSI - Loaned	458	428	2441	2504
SIRSI - Borrowed	669	623	3491	4410
OCLC - Loaned to Other Libraries	40	18	459	432
OCLC - Borrowed for Our Patrons	80	97	541	476
OCLC - <i>Total</i> Patron Requests Processed	117	126	618	582
OCLC - <i>Total</i> Lender Requests Received	228	87	1295	1488
<b>TECHNICAL PROCESSING</b>				
Collection Total	114532	117898		
Added	592	717	3140	3144
Materials Withdrawn	193	(74)	(4554)	(4039)
<b>ADJUSTED TOTAL</b>	<b>114931</b>	<b>118541</b>		

<b>PROGRAMMING STATISTICS</b>	Children	Adults	Total ALL
<b>CHILDRENS PROGRAMMING--Library</b>			
Baby Time	92	86	178
Preschool Storytime	99	61	160
Toddler Storytime	43	37	80
Lego Club	28	16	44
Family Movie Night	11	6	17
STEAM	34	19	53
<b>TOTAL CHILDRENS PROGRAMMING</b>	<b>307</b>	<b>225</b>	<b>532</b>
<b>TEEN PROGRAMMING--Library</b>			
Library After Dark	2	1	3
Teen Anime	7	0	7
<b>TOTAL TEEN PROGRAMMING</b>	<b>9</b>	<b>1</b>	<b>10</b>
<b>ADULT PROGRAMMING--Library</b>			
Library	0	195	195
<b>TOTAL ADULT PROGRAMMING</b>	<b>0</b>	<b>195</b>	<b>195</b>
<b>TEEN CENTER PROGRAMMING</b>			
Candy Turkey Craft	12		12
Magic : The Gathering	5		5
Laser Tag	30		30
Pizza & Movie	5		5
<b>TOTAL TEEN CENTER PROGRAMMING</b>	<b>52</b>		<b>52</b>
<b>TOTAL ATTENDANCE AT ALL PROGRAMS</b>	<b>368</b>	<b>421</b>	<b>789</b>

<b>FY 16/17 PATRON COUNT FOR THE MONTH OF:</b>	
JULY	15,388
AUGUST	15,235
SEPTEMBER	14,201
OCTOBER	14,186
NOVEMBER	12,801
DECEMBER	
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
<b>YTD TOTAL</b>	<b>71,811</b>