

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, January 23, 2017, 4:30 PM

Sierra Vista Public Library, 2600 E Tacoma Street, Sierra Vista

The primary purpose of the commission is to advise the Director of Leisure and Library Services and City Council with regard to library services and requirements.

The commission shall also assist the Director of Leisure and Library Services in promoting library services to the public.

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 SPECIAL MEETING OF DECEMBER 19, 2016
5. REPORT ON STAFF AND LIBRARY ACTIVITIES
6. NEW BUSINESS
 - a. Presentation/discussion on library tours
 - b. Discussion/decision on the library program or service to review next
 - c. Discussion on ways the commission can facilitate library outreach
 - d. Discussion on Friends antique book sale
 - e. National Library Week
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, or through the Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1

SIERRA VISTA LIBRARY ADVISORY COMMISSION

MINUTES OF THE SPECIAL MEETING OF DECEMBER 19 2016

CALL TO ORDER

J. Blaylock, Chair, called the special meeting of the Sierra Vista Public Library Advisory Commission to order at 4:33 p.m. in the Sierra Vista Public Library, 2600 E. Tacoma Street, Sierra Vista, Arizona.

ROLL CALL

MEMBERS PRESENT: Joan Blaylock
Leslie Clark
Virginia Fuller
Stephanie Fulton
Jacob Jones-Martinez, pending, non-voting
Alvin Slarve
John Walsh, pending, non-voting

MEMBERS ABSENT:

OTHERS PRESENT: Victoria Yarbrough, Leisure & Library Services Director, Staff Liaison
Emily Scherrer, Library Manager\
Councilman Mount, City Council Liaison
Debra Chatham, Commission Recorder
Janie Fix, Friends of the Library

ACCEPTANCE OF THE AGENDA

A. Slarve moved that the Agenda be accepted as written. S. Fulton seconded the motion. VOTE: 5-0. The motion passed.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 28, 2016

A. Slarve moved that the minutes of the regular meeting of November 28, 2016 be accepted as written. S. Fulton seconded the motion. VOTE: 5-0. The motion passed.

REPORT ON STAFF AND LIBRARY ACTIVITIES

- a. Library café closing
Victoria reported that Bakers Flor at the Library will be closing at the end of December 2016. Staff are looking into other options for the space.
- b. Staff holiday events
Emily said that much of the library programming will be on break for the holidays as that is a slow time for attendance. The staff are gearing up for programming in 2017 with an author event and some special Teen Tech programming being planned.

Victoria answered a Commissioner's question about library closures during the holidays.

NEW BUSINESS

- a. Presentation/discussion on the Talking Book Service—Debra Chatham
Debra discussed the Talking Book Service and encouraged Commissioners to spread the word about this great free service available to anyone who is unable to read traditional print material.
- b. Discussion/decision on the library program or service to review next
The Commissioners asked for a review of class tours at the next meeting.
- c. Discussion on the status of local request items in the county library district system
Victoria reviewed the agreement among county libraries that allows libraries to make their new items 'local request' for six months before allowing patrons from other libraries to request the material. She reminded Commissioners of the issue libraries were having with items not being taken off local request status after six months. Victoria said the issue has been resolved. Commissioner Slarve thanked Victoria for addressing the issue and seeing that it was resolved.

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

Councilmember Mount apologized for the scheduling conflicts that have kept him from attending the commission meetings.

Councilmember Mount said the Council sub-committee tasked with reviewing Commissions is still working on the project. The sub-committee is focusing on how Commissions can provide meaningful input to the Council that the Council can then act on. He invited the Commissioners to attend any of the meetings as they are open to the public.

Councilmember Mount said that before any proposal goes before Council all city Commissioners would have the opportunity to review the proposal and provide input.

CALL TO THE PUBLIC

Janie Fix said the Friends of the Library will be having a book sale of old and antique books the third Saturday in April. She asked if she could get help and input from the Commissioners on promoting this event. The item will be on the next meeting agenda.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

S. Fulton ask that discussion of National Library Week be on the next agenda.

J. Blaylock verified that the Friends antique book sale would be on the next agenda.

Joan asked that discussion of ways the Library Advisory Commission can facilitate library outreach be on the next agenda.

V. Fuller asked that discussion of reserved books hold period and checkout period be on the next agenda.

A. Starve said he too would like to have outreach opportunities on the next agenda.

ADJOURNMENT

There being no further business to come before the Library Advisory Commission, J. Blaylock adjourned the meeting at 5:15 p.m.

The next regular meeting of the Library Advisory Commission will be January 23, 2017.

J. Blaylock, Chair

D. Chatham, library recorder

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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

LIBRARY ACTIVITY REPORT				
DECEMBER 2016				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
CIRCULATION				
ADULT	7,097			
AUDIO	1,720			
AV EQUIPMENT	1			
BICYCLE	25			
CHILDREN	1,838			
DISCOVERY PACKS/KITS	6			
DVD	7,194			
E-BOOKS	949			
E-AUDIOBOOKS	117			
INTERLIBRARY LOANS	781			
JUVENILE	2,104			
PERIODICALS	643			
YOUNG ADULT	898			
VIDEO GAMES	256			
MONTHLY TOTAL	23,629	28,239	136,487	156,190
Average Daily Circulation	1,818			
Patron Count	13,865			
New Users	223			
Internet use (number of accesses)	2,388			
Bishop Room Usage (# of groups)	55			
Conference Room Usage (# of groups)	29			
INTERLIBRARY LENDING				
SIRSI - Loaned	440	540	2981	2944
SIRSI - Borrowed	691	439	4260	5101
OCLC - Loaned to Other Libraries	44	49	508	476
OCLC - Borrowed for Our Patrons	90	74	615	566
OCLC - <i>Total</i> Patron Requests Processed	94	87	705	676
OCLC - <i>Total</i> Lender Requests Received	231	166	1461	1719
TECHNICAL PROCESSING				
Collection Total	114931	118541		
Added	452	805	3945	3596
Materials Withdrawn	(165)	(2724)	(7278)	(4204)
ADJUSTED TOTAL	115218	116619		

PROGRAMMING STATISTICS	Children	Adults	Total ALL
CHILDRENS PROGRAMMING--Library			
Baby Time	92	86	178
Preschool Storytime	77	66	143
Toddler Storytime	96	83	179
Lego Club	13	7	20
Family Movie Night	9	5	14
STEAM	46	19	65
Holiday Cookie Decorating	47	35	82
TOTAL CHILDRENS PROGRAMMING	380	301	681
TEEN PROGRAMMING--Library			
Library After Dark	13	0	13
Teen Anime	9	0	9
Teen Crafternoon	16	0	16
TOTAL TEEN PROGRAMMING	38	0	38
ADULT PROGRAMMING--Library			
Library	0	222	222
TOTAL ADULT PROGRAMMING	0	222	222
TEEN CENTER PROGRAMMING			
Marshmallow Snowmen	16		16
Magic : The Gathering	5		5
Scrabble Coasters	10		10
Deck Building Workshop	2		2
New Year's Party	15		15
TOTAL TEEN CENTER PROGRAMMING	48	0	48
TOTAL ATTENDANCE AT ALL PROGRAMS	466	523	989

FY 16/17 PATRON COUNT FOR THE MONTH OF:	
JULY	15,388
AUGUST	15,235
SEPTEMBER	14,201
OCTOBER	14,186
NOVEMBER	12,801
DECEMBER	13,865
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
YTD TOTAL	85,676