

LIBRARY ADVISORY COMMISSION

REGULAR MEETING AGENDA

Monday, February 27, 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 REGULAR MEETING OF JANUARY 23, 2017
5. REPORT ON STAFF AND LIBRARY ACTIVITIES
6. OLD BUSINESS
 - a. National Library Week/Friends' special book sale
 - b. Discussion on ways the commission can facilitate library outreach
7. NEW BUSINESS
 - a. Presentation/discussion of library services: Movie Matinee and Family Movie Night
8. BRIEF REPORT BY THE CITY COUNCIL LIAISON ON CITY COUNCIL DISCUSSIONS RELEVANT TO THE LIBRARY
9. CALL TO THE PUBLIC
10. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
11. 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 REGULAR MEETING OF JANUARY 23, 2017

CALL TO ORDER

J. Blaylock, Chair, called the regular meeting of the Sierra Vista Library Advisory Commission to order at 4:35 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
Alvin Slarve
John Walsh

MEMBERS ABSENT: Stephanie Fulton
Jacob Jones-Martinez

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

ACCEPTANCE OF THE AGENDA

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

ACCEPTANCE OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 19, 2016

A. Slarve moved that the minutes of the special meeting of December 19, 2016 be accepted as written. L. Clark seconded the motion. VOTE: 5-0. The motion passed.

REPORT ON STAFF AND LIBRARY ACTIVITIES

V. Yarbrough reported that the project to repair portions of the roof damaged during a wind storm will be completed this fiscal year.

Victoria reported that staff are working on programming and have some great programs planned including a Star Trek Movie and Memorabilia event.

NEW BUSINESS

- a. Presentation/discussion on library tours—Emily Scherrer
Emily discussed the types of tours given by library staff: tours for military personnel, schools, boy scouts, and other groups such as ESL students.

Emily said tours are customized depending on the group and said the number of tours varies seasonally and according to need.

- b. Discussion/decision on the library program or service to review next
After discussion, the Commissioners would like to hear presentations about Movie Matinee and Family Movie Nights in February, eBook and eAudio book services in March, and the Summer Reading Program in April.

- c. Discussion on ways the commission can facilitate library outreach
After discussion, the Commissioners asked that library staff direct the Commission on ways they can assist in outreach. They asked that when there are opportunities, staff let the Commissioners know how they can help.

The Commissioners would also like help developing information packets that they can distribute to area organizations.

V. Yarbrough suggested that the Commissioners write letters to the editor, share library information via social media, and generally look for opportunities to talk about library services and get feedback from the public.

Victoria also clarified the Commissions' opportunities to communicate with City Council.

- d. Discussion on Friends' antique book sale
J. Fix said the Friends would like to have the sale as part of National Library Week but there was some confusion on the availability of the meeting room. V. Yarbrough said library staff will find out when the room is available and let the Friends know.

- e. National Library Week
National Library Week is April 9—15.

J. Blaylock provided a list of ideas. The Commissioners discussed various ideas and asked for clarification on their role in National Library Week.

The Commissioners requested that this item remain on the agenda and asked that the Friends' antique book sale be combined with this discussion on the next agenda.

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

Councilmember Kristine Wolfe was unable to attend the meeting.

CALL TO THE PUBLIC

Janie Fix said military and other history books were very popular items purchased at the Friends Book Store. She reiterated that she is anxious to hear about scheduling for the Friends' special book sale during National Library Week.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

L. Clark confirmed that discussion of National Library Week and Commission outreach opportunities will be on the next agenda.

ADJOURNMENT

There being no further business to come before the Library Advisory Commission, J. Blaylock adjourned the meeting at 5:22 p.m.

The next regular meeting of the Library Advisory Commission will be February 27, 2017.

J. Blaylock, Chair

D. Chatham, library recorder

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LIBRARY ACTIVITY REPORT				
JANUARY 2017				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
CIRCULATION				
ADULT	8,353			
AUDIO	1,720			
AV EQUIPMENT	3			
BICYCLE	5			
CHILDREN	2,192			
DISCOVERY PACKS/KITS	12			
DVD	7,679			
E-BOOKS	981			
E-AUDIOBOOKS	140			
INTERLIBRARY LOANS	904			
JUVENILE	2,673			
PERIODICALS	373			
YOUNG ADULT	1,308			
VIDEO GAMES	326			
MONTHLY TOTAL	26,669	28,422	164,909	182,859
Average Daily Circulation	1,111			
Patron Count	13,195			
New Users	358			
Internet use (number of accesses)	2,509			
Bishop Room Usage (# of groups)	46			
Conference Room Usage (# of groups)	35			
INTERLIBRARY LENDING				
SIRSI - Loaned	514	511	3492	3358
SIRSI - Borrowed	794	872	5102	5895
OCLC - Loaned to Other Libraries	108	49	557	584
OCLC - Borrowed for Our Patrons	110	74	689	676
OCLC - Total Patron Requests Processed	123	87	792	890
OCLC - Total Lender Requests Received	300	165	1626	2019
TECHNICAL PROCESSING				
Collection Total	115218	118541		
Added	646	630	4575	4242
Materials Withdrawn	(468)	(1846)	(9124)	(4672)
ADJUSTED TOTAL	115396	117325		

PROGRAMMING STATISTICS	Children	Adults	Total ALL
CHILDRENS PROGRAMMING--Library			
Baby Time	79	70	149
Preschool Storytime	76	58	134
Toddler Storytime	52	38	90
Lego Club	38	17	55
Family Movie Night	8	12	20
STEAM	29	21	50
TOTAL CHILDRENS PROGRAMMING	282	216	498
TEEN PROGRAMMING--Library			
Library After Dark	32	0	32
Teen Anime	15	0	15
TOTAL TEEN PROGRAMMING	47	0	47
ADULT PROGRAMMING--Library			
Library	0	293	293
TOTAL ADULT PROGRAMMING	0	293	293
TEEN CENTER PROGRAMMING			
Duct Tape Wallets	9	0	9
Magic : The Gathering	4	0	4
Laser Tag	22	0	22
Pizza and Movie	10	0	10
TOTAL TEEN CENTER PROGRAMMING	45	0	45
TOTAL ATTENDANCE AT ALL PROGRAMS	374	509	883
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	13,195		
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
YTD TOTAL	98,871		