

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, March 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 FEBRUARY 27, 2017
5. REPORT ON STAFF AND LIBRARY ACTIVITIES
 - a. Teen Tech Week
 - b. Security camera installation
 - c. Catalog upgrade
6. OLD BUSINESS
 - a. Discussion on final plans for National Library Week
7. NEW BUSINESS
 - a. Presentation/discussion of library services: eBooks and eAudiobooks
 - b. Discussion on West End Fair participation
 - c. Discussion on commission's annual update to City Council
 - d. Discussion on recognizing staff for National Library Workers Day—Joan Blaylock
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 FEBRUARY 27, 2017

CALL TO ORDER

J. Walsh, Commissioner, called the regular meeting of the Sierra Vista 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 (arrived late)
Leslie Clark
Virginia Fuller
Jacob Jones-Martinez
John Walsh

MEMBERS ABSENT: Stephanie Fulton
Alvin Slarve

OTHERS PRESENT: Victoria Yarbrough, Leisure & Library Services Director, Staff Liaison
Kristine Wolfe, City Council Liaison
Emily Scherrer, Library Manager
Susan Abend, Librarian
Debra Chatham, Commission Recorder
Janie Fix, Friends of the Library
Rita Spano, Friends of the Library

ACCEPTANCE OF THE AGENDA

L. Clark moved that the Agenda be accepted as written. J. Jones-Martinez seconded the motion. VOTE: 4–0. The motion passed.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 27, 2017

L. Clark moved that the minutes of the regular meeting of January 27, 2017 be accepted as written. V. Fuller seconded the motion. VOTE: 4–0. The motion passed.

REPORT ON STAFF AND LIBRARY ACTIVITIES

V. Yarbrough reported that the design for the roofing project has been finalized. The construction should be completed by the end of June 2017. The roof should have a 50–80 year lifespan. Access through the main entrance will be disrupted during construction but the library will remain open.

Victoria reported that Emily's *Limitless* youth leadership conference went very well and that 21 youth attended. A \$1000 scholarship was present to one teen who aspires to be a mechanic. Victoria said she and Emily are already working on ideas for the next conference.

OLD BUSINESS

a. National Library Week/Friends' special book sale

J. Fix, Friends of the Library reported that the Friends are not prepared to have their antique book sale during National Library Week. The Friends are still working out a date for that.

Susan Abend said the main event will be a local author event on April 8. Victoria reported at staff are working on a poetry slam. Susan and Emily mentioned there is also a lot of regular programming during that week.

Councilmember Wolfe asked about advertising and funding for the events. Emily responded on the advertising and J. Blaylock said the Commissioners would be interested in pursuing corporate sponsorships.

J. Blaylock asked if the Commissioners could help with the programs. Susan ask that any Commissioners interested in assisting contact her or show up and she will be able to use their help.

b. Discussion on ways the commission can facilitate library outreach

V. Yarbrough asked the Commissioners if they would be interested in having a booth at the West End Fair to represent the library.

The fair is May 6, 10:00 a.m.—5:00 p.m.

The Commissioners are interested and Joan will fill out the application.

Councilmember Wolfe mentioned that SACA home and garden show will be combined with this year's West End Fair.

Joan asked that the West End Fair be on the next agenda.

NEW BUSINESS

- a. Presentation/discussion on Movie Matinee and Family Movie Night—Susan Abend

Susan discussed the Movie Matinee and Family Movie Night programs including budget, seasonal attendance, and types of movies shown.

Movie Matinee is targeted to an adult audience and is the first and third Wednesday of each month. Family Movie Night is for children of any age and is the first Friday of each month.

Susan said the Friends of the Library cover the cost of the program and a volunteer runs the movie matinee.

Susan and Victoria talked about the limitations of the movie license which impacts advertising.

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

Councilmember Kristine Wolfe introduced herself to the Commissioners and said she is very excited to be the Council liaison and that she loves the library. She encouraged the Commissioners to contact her if they had any comments or concerns.

CALL TO THE PUBLIC

Rita Spano, Friends of the Library, said the Friends made \$880 at the last book sale.

Rita mentioned that all the money they get through corporate sponsorships goes to support the Summer Reading Program.

Janie Fix, Friends of the Library, said a customer mentioned she was very pleased by the activity going on in the library.

Commissioner Jones-Martinez asked when the next book sale is. Rita responded that it is the second Saturday of each month and that the sale includes the books inside the store.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

J. Blaylock asked that discussion of the West End Fair be on the next agenda.

L. Clark said that she would be moving out of state and this would be her last meeting. The Commissioners thanked her and wished her well.

ADJOURNMENT

There being no further business to come before the Library Advisory Commission, J. Blaylock adjourned the meeting at 5:10 p.m.

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

J. Walsh, Commissioner

D. Chatham, library recorder

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LIBRARY ACTIVITY REPORT				
FEBRUARY 2017				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
CIRCULATION				
ADULT	7,450			
AUDIO	1,542			
AV EQUIPMENT	13			
BICYCLE	15			
CHILDREN	2,232			
DISCOVERY PACKS/KITS	13			
DVD	7,090			
E-BOOKS	981			
E-AUDIOBOOKS	158			
INTERLIBRARY LOANS	854			
JUVENILE	2,467			
PERIODICALS	268			
YOUNG ADULT	919			
VIDEO GAMES	246			
MONTHLY TOTAL	24,248	26,588	219,736	207,107
Average Daily Circulation	1,054			
Patron Count	13,690			
New Users	261			
Internet use (number of accesses)	2,192			
Bishop Room Usage (# of groups)	47			
Conference Room Usage (# of groups)	33			
INTERLIBRARY LENDING				
SIRSI - Loaned	465	444	3936	3823
SIRSI - Borrowed	771	888	5990	6666
OCLC - Loaned to Other Libraries	126	83	640	710
OCLC - Borrowed for Our Patrons	83	80	769	759
OCLC - <i>Total</i> Patron Requests Processed	112	117	909	1002
OCLC - <i>Total</i> Lender Requests Received	273	214	1840	2292
TECHNICAL PROCESSING				
Collection Total	115396	117325		
Added	599	748	5323	4841
Materials Withdrawn	(91)	(1645)	(10769)	(4763)
ADJUSTED TOTAL	115904	116428		

PROGRAMMING STATISTICS			
	Children	Adults	Total ALL
CHILDRENS PROGRAMMING--Library			
Baby Time	105	95	200
Preschool Storytime	105	77	182
Toddler Storytime	85	83	168
Lego Club	24	19	43
Family Movie Night	2	3	5
STEAM	22	12	34
Dungeons & Dragons	6	3	9
TOTAL CHILDRENS PROGRAMMING	349	292	641
TEEN PROGRAMMING--Library			
Library After Dark--Chocolate 101	12	0	12
Teen Anime	19	0	19
TOTAL TEEN PROGRAMMING	31	0	31
ADULT PROGRAMMING--Library			
Library	0	320	320
TOTAL ADULT PROGRAMMING	0	320	320
TEEN CENTER PROGRAMMING			
Valentine's Day Dance	25	0	25
Super Mario Maker	3	0	3
Limitless Teen Conference	21	0	21
Pizza and Movie	10	0	10
Laser Tag	40	0	40
TOTAL TEEN CENTER PROGRAMMING	99	0	99
TOTAL ATTENDANCE AT ALL PROGRAMS	479	612	1091

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	13,690
MARCH	
APRIL	
MAY	
JUNE	
YTD TOTAL	112,561