

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, May 22, 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 MARCH 27, 2017
5. BRIEF REPORT BY THE CITY COUNCIL LIAISON ON CITY COUNCIL DISCUSSIONS RELEVANT TO THE LIBRARY
6. REPORT ON STAFF AND LIBRARY ACTIVITIES
7. OLD BUSINESS
 - a. After action report, West End Fair—J. Blaylock
 - b. After action report, Commission's annual update to City Council—J. Blaylock
 - c. After action report, National Library Week—J. Blaylock
8. NEW BUSINESS
 - a. Presentation/discussion of library services: Summer Reading Program—Sierra Baril
 - b. Discussion/decision on the library program or service to review next
 - c. Discussion on the role of the Commission—City Council Liaison
 - d. Review and discuss amended Commission guidelines
 - e. Upcoming Library Advisory Commission term expirations
9. CALL TO THE PUBLIC
10. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
11. ADJOURNMENT

Library Programs and Services List

Highlighted items have been reviewed

Children's Programs

- Anime Club
- AWE Learning Stations
- Baby, preschool, toddler storytimes
- Class Tours
- Family Movie Night—February
- Homework Help
- LEGO Club
- Library After Dark
- STEAM Saturdays
- Summer Reading Program—April May
- Teen Leadership Conference
- Teen Tech Week

Adult Programs and Services

- Alternative therapy lectures
- Amazing Arizona Presentations
- Author visits
- Book discussion group
- Book discussion to go kits
- Computer Classes
- Digital Device drop-in
- Discovery Packs
- Movie Matinees—February
- Puzzle Exchange
- Tuesday Talks

Other Programs and Services

- Bicycle lending
- Computers
- Databases
- eAudiobooks—March
- eBooks—March
- Friends of the Library
- Interlibrary Loan
- Self-checkout machines
- Study Rooms
- Talking Book Program
- Tours
- WiFi

RESOLUTION 2017-026

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING SETTLED POLICY RELATING TO CITIZEN PARTICIPATION IN THE GOVERNMENTAL PROCESS; AMENDING THE COUNCIL GUIDELINES FOR ADVISORY BODIES; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City Council has created several advisory bodies to assist in the pursuit of good government; and

WHEREAS, general guidelines were established for these advisory bodies as Exhibit A of Resolution 3685 and amended by Resolution 4415, 4656, 4695, and 2007-153; and

WHEREAS, from time to time these guidelines must be updated to reflect new issues.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF SIERRA VISTA, ARIZONA AS FOLLOWS:

Section 1

The City Council policy of citizen participation in the form of advisory bodies is reaffirmed.

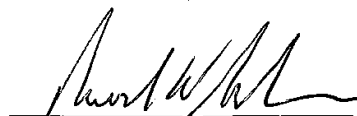
Section 2

The guidelines on citizen participation on advisory bodies, last updated by Resolution 4695, are hereby amended and are attached hereto as Exhibit A. These guidelines super cede all previous guidelines and individual bylaws established by the various advisory bodies, and are in effect for any advisory body not established by State Statute or governed by Articles of Incorporation.

Section 3

That the City Manager, City Clerk, and the City Attorney or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution.

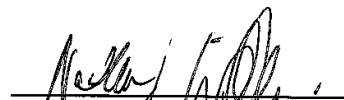
PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY
OF SIERRA VISTA, ARIZONA THIS 13th DAY OF APRIL 2017.




Frederick W. Mueller
Mayor

Approved as to Form:

Attest:



Nathan J. Williams
City Attorney



Jill Adams
City Clerk

Prepared by:
Jill Adams
City Clerk

Council Guidelines for Advisory Bodies

1. Purpose

This policy replaces the guidelines previously adopted by Resolution 2007-153 and provides clarification to the guidelines for the administration of citizen advisory boards, commissions and committees by the Sierra Vista City Council and is not intended to conflict with Arizona Revised Statutes or Articles of Incorporation. .

2. Policy

A. Creation

1. Council will designate all advisory bodies with a more permanent nature and specific authority expressly conferred by statute, ordinance or resolution as Board or Commission; the term board or commission may be used interchangeably.
2. Task Force will refer to an advisory body that has a specific task expressly conferred by City Council action and includes a date or definition of its expiration.
3. The City Manager may appoint and disband advisory bodies as committees at his discretion if he deems them to be helpful in the operation of the City, without action of the Council.

B. Membership

1. Seven (7) voting members.
 2. City residency as defined by the Sierra Vista Post Office delivery boundaries required for voting membership.
 3. City residency as defined by the incorporated city limits and city voter registration is required for membership on the Board of Adjustment, Industrial Development Authority, Municipal Property Corporation, Personnel Advisory Board, and the Planning and Zoning Commission.
 4. Each advisory body may appoint non-voting associate members on an as-needed basis without Council approval and residency is not required for non-voting members.
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5. Members shall not serve on more than one board or commission at the same time.

C. Terms

1. Each member shall serve two (2) year terms.
2. Each member may serve three (3) consecutive terms.
3. Existing members shall serve until the end of their current terms.
4. Each member having reached their three (3) term limit is ineligible to serve on the same commission for a period of not less than one year.
5. Adjusting terms of one year may be implemented on an as-needed basis to ensure all advisory body members do not have term expirations of the same year. One-year terms will not be counted as a full two-year term.
6. All terms shall begin on January 1 and end on December 31. A one time adjustment shall be made to the terms of current commissioners. Current terms shall be extended to December 31 of the year they are currently set to expire.

D. Selection

1. The City Council shall solicit open applications through a standing list of interested applicants, which will remain on file for one year from the date received.
2. Members of the commission may screen, interview, and recommend applicants for appointment.
3. The Council shall appoint voting members by resolution by a majority vote of those council members present.

E. Duties and Responsibilities

1. As a body, each commission, committee or board shall be of a recommending and advisory nature to the council. The scope of duties and responsibilities are found in the Commission / Board enabling Resolution approved by Council.
 2. Each advisory body shall adopt their own set of guidelines and operating procedures, subject to Council approval, but not in conflict with Council guidelines.
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3. Each advisory body shall report to the council on their goals and objectives yearly, during a Council work session or at a regular Council meeting.

SIERRA VISTA LIBRARY ADVISORY COMMISSION

MINUTES OF THE REGULAR MEETING OF MARCH 27, 2017

CALL TO ORDER

J. Blaylock, Chair, called the regular meeting of the Sierra Vista Library Advisory Commission to order at 4:40 p.m. in the Sierra Vista Public Library, 2600 E. Tacoma Street, Sierra Vista, Arizona.

ROLL CALL

MEMBERS PRESENT: Joan Blaylock
Virginia Fuller
Stephanie Fulton
Jacob Jones-Martinez
Alvin Slarve

MEMBERS ABSENT: John Walsh

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

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 FEBRUARY 27, 2017

A. Slarve moved that the minutes of the regular meeting of February 27, 2017 be accepted as written. J. Jones-Martinez seconded the motion. VOTE: 5–0. The motion passed.

REPORT ON STAFF AND LIBRARY ACTIVITIES

a. Teen Tech Week

Victoria reported that Teen Tech Week went very well and that Sierra and Ruthy did a great job. She said there was a good mix of boys and girls from various backgrounds who attended. Victoria explained that Teen Tech Week is an American Library Association sponsored event and that Sierra and Ruthy organized the event to coincide with local spring break.

Victoria went over the various activities youth participated in during the program.

b. Security Camera Installation

Victoria and Emily reported on the need for and progress of a security camera system for the library. Several cameras will be installed at various locations in the library.

J. Fix, Friends of the Library, asked about the possibility of having one installed in the Friends' book store.

c. Catalog Upgrade

Victoria reported that the library catalog is being upgraded. She said the new interface will look nice and be very user friendly.

OLD BUSINESS

a. Discussion on final plans for National Library Week

S. Abend reviewed the activities she arranged for National Library Week. She asked for Commissioners to volunteer to help with the programs. Susan discussed how the event will be promoted.

E. Scherrer said there will be a lot of regular programming going on during that week.

J. Fix mentioned the friends monthly half-priced book sale would also be during that week.

NEW BUSINESS

a. Presentation/discussion of library services: eBooks and eAudiobooks

S. Abend demonstrated how to use the Overdrive eBook and eAudiobook service. Susan mentioned that OneClick will be discontinued. Susan gave tips for using the service effectively. In response to concerns expressed by Councilmember Wolfe, Susan said assistance is available to anyone who needs help and encouraged people to contact her if they need assistance.

V. Yarbrough talked about collection development and how budget affects how

many items are purchased and the various purchasing options.

b. Discussion on West End Fair participation

J. Blaylock said she would try to get the application turned in to the West End Fair committee.

A. Slarve said he attended the All Commissions Meet and Greet and suggested the Commissioners do more to help advertise the library.

c. Discussion on commission's annual update to City Council

J. Blaylock will work on the presentation and the Commissioners will be able to review it before it is presented to Council.

d. Discussion on recognizing staff for National Library Workers Day—Joan Blaylock

J. Blaylock said National Library Workers Day is April 11 and asked library staff for ideas. Various options were discussed.

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

Councilmember Kristine Wolfe commented on the need for the Library Commission to review their mission and find ways to work and communicate effectively with City Council.

The Commissioners agreed that clarification of their purpose and direction from Council would be beneficial. Councilmember Wolfe said that the Council would be giving more direction to Commissions in the future.

CALL TO THE PUBLIC

J. Fix, Friends of the Library, said that the last half-priced book sale made \$1300 and was their most successful sale to date.

Janie mentioned the Friends had a great collection of history books and suggested this could tie in with the local authors event occurring during National Library Week.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

At the April meeting, A. Slarve would like clarification from City Council on their understanding of the Library Advisory Commissions' role and how they envision the Commission fulfilling that role.

ADJOURNMENT

There being no further business to come before the Library Advisory Commission, J. Blaylock adjourned the meeting at 5:30 p.m.

The next regular meeting of the Library Advisory Commission will be April 24, 2017.

J. Blaylock, Chair

D. Chatham, library recorder

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.

| LIBRARY ACTIVITY REPORT | | | | |
|--|---------------|---------------|------------------|------------------|
| MARCH 2017 | | | | |
| | 16/17 | 15/16 | 15/16 TO DATE | 16/17 TO DATE |
| CIRCULATION | | | | |
| ADULT | 8,800 | | | |
| AUDIO | 1,794 | | | |
| AV EQUIPMENT | 5 | | | |
| BICYCLE | 25 | | | |
| CHILDREN | 2,645 | | | |
| DISCOVERY PACKS/KITS | 17 | | | |
| DVD | 7,563 | | | |
| E-BOOKS | 988 | | | |
| E-AUDIOBOOKS | 189 | | | |
| INTERLIBRARY LOANS | 1,007 | | | |
| JUVENILE | 3,113 | | | |
| PERIODICALS | 447 | | | |
| YOUNG ADULT | 1,032 | | | |
| VIDEO GAMES | 291 | | | |
| MONTHLY TOTAL | 27,916 | 27,708 | 247,444 | 235,023 |
| Average Daily Circulation | 1,034 | | | |
| Patron Count | 15,579 | | | |
| New Users | 311 | | | |
| Internet use (number of accesses) | 2,549 | | | |
| Bishop Room Usage (# of groups) | 52 | | | |
| Conference Room Usage (# of groups) | 42 | | | |
| INTERLIBRARY LENDING | | | | |
| SIRSI - Loaned | 526 | 602 | 4838 | 4349 |
| SIRSI - Borrowed | 896 | 830 | 6820 | 7562 |
| OCLC - Loaned to Other Libraries | 92 | 50 | 690 | 802 |
| OCLC - Borrowed for Our Patrons | 111 | 100 | 869 | 870 |
| OCLC - Total Patron Requests Processed | 133 | 114 | 1023 | 1135 |
| OCLC - Total Lender Requests Received | 212 | 204 | 2044 | 2504 |
| TECHNICAL PROCESSING | | | | |
| Collection Total | 115904 | 116428 | | |
| Added | 470 | 1101 | 6424 | 5311 |
| Materials Withdrawn | (571) | (1297) | (12066) | (5334) |
| ADJUSTED TOTAL | 115803 | 116232 | | |

| PROGRAMMING STATISTICS | | | |
|--|------------|------------|------------|
| | Children | Adults | Total ALL |
| CHILDRENS PROGRAMMING--Library | | | |
| Baby Time | 95 | 71 | 166 |
| Preschool Storytime | 107 | 75 | 182 |
| Toddler Storytime | 90 | 73 | 163 |
| Lego Club | 27 | 15 | 42 |
| Family Movie Night | 7 | 8 | 15 |
| STEAM | 14 | 16 | 30 |
| Pinata Classes | 11 | 0 | 11 |
| TOTAL CHILDRENS PROGRAMMING | 351 | 258 | 609 |
| TEEN PROGRAMMING--Library | | | |
| Library After Dark--Laser Tag/Perler Beads | 30 | 0 | 30 |
| Teen Anime | 10 | 0 | 10 |
| Teen Tech Week--Flipagram | 3 | 3 | 6 |
| Teen Tech Week--LED Flowers | 9 | 4 | 13 |
| Teen Tech Week--Flipagram Movie Awards | 4 | 4 | 8 |
| TOTAL TEEN PROGRAMMING | 56 | 11 | 67 |
| ADULT PROGRAMMING--Library | | | |
| Library | 0 | 262 | 262 |
| TOTAL ADULT PROGRAMMING | 0 | 262 | 262 |
| TEEN CENTER PROGRAMMING | | | |
| Super Smash Bros | 4 | 0 | 4 |
| Super Mario Maker | 1 | 0 | 1 |
| Poker Night | 4 | 0 | 4 |
| Pizza and Movie | 10 | 0 | 10 |
| Laser Tag | 19 | 0 | 19 |
| Risk | 4 | 0 | 4 |
| St Patricks/Dodgeball | 7 | 0 | 7 |
| TOTAL TEEN CENTER PROGRAMMING | 49 | 0 | 49 |
| TOTAL ATTENDANCE AT ALL PROGRAMS | 456 | 531 | 987 |

| 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 |

| LIBRARY ACTIVITY REPORT | | | | |
|--|---------------|---------------|------------------|------------------|
| APRIL 2017 | | | | |
| | 16/17 | 15/16 | 15/16 TO DATE | 16/17 TO DATE |
| CIRCULATION | | | | |
| ADULT | 7,265 | | | |
| AUDIO | 2,014 | | | |
| AV EQUIPMENT | 20 | | | |
| BICYCLE | 13 | | | |
| CHILDREN | 2,136 | | | |
| DISCOVERY PACKS/KITS | 14 | | | |
| DVD | 6,513 | | | |
| E-BOOKS | 935 | | | |
| E-AUDIOBOOKS | 177 | | | |
| INTERLIBRARY LOANS | 876 | | | |
| JUVENILE | 2,600 | | | |
| PERIODICALS | 372 | | | |
| YOUNG ADULT | 773 | | | |
| VIDEO GAMES | 248 | | | |
| MONTHLY TOTAL | 23,956 | 25,167 | 272,611 | 258,979 |
| Average Daily Circulation | 958 | | | |
| Patron Count | 13,059 | | | |
| New Users | 262 | | | |
| Internet use (number of accesses) | 2,198 | | | |
| Bishop Room Usage (# of groups) | 43 | | | |
| Conference Room Usage (# of groups) | 32 | | | |
| INTERLIBRARY LENDING | | | | |
| SIRSI - Loaned | 458 | 493 | 5031 | 4807 |
| SIRSI - Borrowed | 772 | 961 | 7781 | 8334 |
| OCLC - Loaned to Other Libraries | 90 | 75 | 765 | 892 |
| OCLC - Borrowed for Our Patrons | 104 | 114 | 983 | 974 |
| OCLC - Total Patron Requests Processed | 120 | 115 | 1138 | 1255 |
| OCLC - Total Lender Requests Received | 237 | 208 | 2252 | 2741 |
| TECHNICAL PROCESSING | | | | |
| Collection Total | 115803 | 116232 | | |
| Added | 636 | 695 | 7119 | 5947 |
| Materials Withdrawn | (485) | (1334) | (13400) | (5819) |
| ADJUSTED TOTAL | 115954 | 115793 | | |

| PROGRAMMING STATISTICS | | | |
|---|------------|------------|-------------|
| | Children | Adults | Total ALL |
| CHILDRENS PROGRAMMING--Library | | | |
| Baby Time | 95 | 81 | 176 |
| Preschool Storytime | 113 | 73 | 186 |
| Toddler Storytime | 88 | 68 | 156 |
| Lego Club | 23 | 18 | 41 |
| Family Movie Night | 3 | 7 | 10 |
| STEAM | 4 | 3 | 7 |
| Classic Movie Night | 10 | 8 | 18 |
| TOTAL CHILDRENS PROGRAMMING | 336 | 258 | 594 |
| TEEN PROGRAMMING--Library | | | |
| Library After Dark--Nerf Gun Battle | 9 | 0 | 9 |
| Teen Anime | 9 | 0 | 9 |
| Teen Photography Workshop | 4 | 0 | 4 |
| TOTAL TEEN PROGRAMMING | 22 | 0 | 22 |
| ADULT PROGRAMMING--Library | | | |
| Library | 0 | 397 | 397 |
| TOTAL ADULT PROGRAMMING | 0 | 397 | 397 |
| TEEN CENTER PROGRAMMING | | | |
| Super Smash Bros | 4 | 0 | 4 |
| Super Mario Maker | 1 | 0 | 1 |
| Poker Night | 4 | 0 | 4 |
| Pizza and Movie | 10 | 0 | 10 |
| Laser Tag | 19 | 0 | 19 |
| Risk | 4 | 0 | 4 |
| St Patricks/Dodgeball | 7 | 0 | 7 |
| TOTAL TEEN CENTER PROGRAMMING | 49 | 0 | 49 |
| TOTAL ATTENDANCE AT ALL PROGRAMS | 407 | 655 | 1062 |

| 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 | 15,579 |
| APRIL | 13,059 |
| MAY | |
| JUNE | |
| YTD TOTAL | 141,199 |