

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, June 26, 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. Discussion/decision on the library program or service to review next
 - b. Discussion on the role of the Commission—City Council Liaison
 - c. Review and discuss amended Commission guidelines
 - d. Upcoming Library Advisory Commission term expirations
9. CALL TO THE PUBLIC
10. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
11. ADJOURNMENT

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 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.

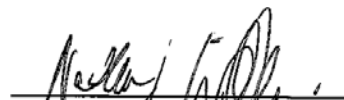
PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY
OF SIERRA VISTA, ARIZONA THIS 13th DAY OF APRIL 2017.

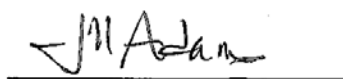


Frederick W. Mueller
Mayor

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.

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LIBRARY ACTIVITY REPORT				
MARCH 2017				
	16/17	15/16	15/16	16/17
			TO DATE	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	16/17
			TO DATE	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

LIBRARY ACTIVITY REPORT				
MAY 2017				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
CIRCULATION				
ADULT	8,582			
AUDIO	1,777			
AV EQUIPMENT	18			
BICYCLE	33			
CHILDREN	2,653			
DISCOVERY PACKS/KITS	13			
DVD	6,786			
E-BOOKS	988			
E-AUDIOBOOKS	281			
INTERLIBRARY LOANS	939			
JUVENILE	3,289			
PERIODICALS	311			
YOUNG ADULT	1,103			
VIDEO GAMES	300			
MONTHLY TOTAL	27,073	30,961	303,572	286,052
Average Daily Circulation	1,083			
Patron Count	none			
New Users	312			
Internet use (number of accesses)	2,270			
Bishop Room Usage (# of groups)	45			
Conference Room Usage (# of groups)	33			
INTERLIBRARY LENDING				
SIRSI - Loaned	504	514	5545	5311
SIRSI - Borrowed	834	929	8710	9168
OCLC - Loaned to Other Libraries	102	69	834	994
OCLC - Borrowed for Our Patrons	105	118	1101	1079
OCLC - Total Patron Requests Processed	113	137	1275	1368
OCLC - Total Lender Requests Received	268	202	2454	2009
TECHNICAL PROCESSING				
Collection Total	115954	115793		
Added	508	479	7598	6455
Materials Withdrawn	(836)	(457)	(13857)	(6655)
ADJUSTED TOTAL	115626	115815		

PROGRAMMING STATISTICS	Children	Adults	Total ALL
CHILDRENS PROGRAMMING--Library			
Baby Time	93	84	177
Preschool Storytime	194	118	312
Toddler Storytime	71	56	127
Lego Club	21	13	34
Family Movie Night	11	9	20
STEAM	20	10	30
Family Spa Night	7	6	13
Mother's Day Storytime	14	10	24
Summer Reading Kickoff	251	63	314
Marvelous Mammals	79	38	117
TOTAL CHILDRENS PROGRAMMING	761	407	1168
TEEN PROGRAMMING--Library			
Teen Anime	12	0	12
TOTAL TEEN PROGRAMMING	12	0	12
ADULT PROGRAMMING--Library			
Library	0	184	184
TOTAL ADULT PROGRAMMING	0	190	190
TEEN CENTER PROGRAMMING			
Sean's Tabletop Night	12	0	12
Super Mario Maker	1	0	1
Chrononauts!	4	0	4
Magic The Gathering	2	0	2
Laser Tag	30	0	30
TOTAL TEEN CENTER PROGRAMMING	49	0	49
TOTAL ATTENDANCE AT ALL PROGRAMS	822	597	1419

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