

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, July 24, 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 JUNE 26, 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. NEW BUSINESS
 - a. Discussion on City Council's expectations of the Commission and the Commissions' role, guidelines, and goals for the upcoming year—Councilmember K. Wolfe
 - b. Discussion on outreach opportunities.
 - c. Presentation/discussion on LSTA grant—Sierra Baril
8. CALL TO THE PUBLIC
9. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
10. ADJOURNMENT

SIERRA VISTA LIBRARY ADVISORY COMMISSION

MINUTES OF THE REGULAR MEETING OF JUNE 26, 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
Virginia Fuller
Stephanie Fulton
Alvin Slarve

MEMBERS ABSENT: John Walsh
Jacob Jones-Martinez

OTHERS PRESENT: Victoria Yarbrough, Leisure & Library Services Director, Staff 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: 4–0. The motion passed.

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

S. Fulton moved that the minutes of the regular meeting of March 27, 2017 be accepted as written. A. Slarve seconded the motion. VOTE: 4–0. The motion passed.

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

Councilmember Wolfe was unable to attend the meeting.

REPORT ON STAFF AND LIBRARY ACTIVITIES

Victoria reported that Sierra Baril had applied for and received a \$22,050 LSTA grant. The grant will be used to expand the STEAM programming and will include items for coding, technical, and textile activities.

Victoria said that the work on the roof is going well. The work on the exterior was completed ahead of schedule so monsoon rains will not interfere with the remainder of the work.

Victoria said that the Summer Reading Programming is doing great. There will be a report in a future meeting on the programming.

Victoria encouraged the Commissioners to stop by the new cafe, Mindful Morsels, and welcome them to the library. The hours of operation are Mondays through Fridays from 10 a.m.—2:00 p.m. and Saturdays from 11:00 a.m.—2:00 p.m.

OLD BUSINESS

a. After Action Report, West End Fair—J. Blaylock

Joan reported that she engaged about 50 people of all ages and types over a period of 4 hours at the West End Fair, May 6. She said she visited with Council members as well as the public.

Joan suggested that next year more Commissioners volunteer to assist with the Fair so that they can have a presence there for a longer period of time.

b. After Action Report, Commission's Annual Update to City Council—J. Blaylock

Joan talked about her presentation to the Council and said she thought it was well received. She said she was asked about the role of the Commission.

Joan made the suggestion to Council that they analyze library membership using GIS. Victoria responded that staff are working on this type of demographic survey with the MPO.

c. After Action Report, National Library Week—J. Blaylock

Joan said she had heard from staff that National Library Week programming had gone very well. She felt that allowing library staff to manage the event with Commissioners having a supporting role worked better than having the Commission manage NLW.

NEW BUSINESS

- a. Discussion/decision on the library program or service to review next
The Commission discussed possible topics. A. Slarve made a motion to hear a presentation on the LSTA grant in July and a report on the Summer Reading Programming in August. S. Fulton seconded. The motion passed, 4—0.
- b. Discussion on the role of the Commission
Councilmember Wolfe was unable to attend the meeting but Joan would like to hear her input on this topic at a future meeting. Joan asked if there were any questions on the resolution concerning Commissions. Joan asked for clarification of the terms 'board' and 'commission.'
- c. Review and discuss amended Commission guidelines
Victoria discussed the changes in the Commission guidelines, the biggest change being term expiration dates.
- d. Upcoming Library Advisory Commission term expirations
Term expirations for current and future Commissioners were reviewed.

Victoria mentioned there is a vacancy on the Commission.

CALL TO THE PUBLIC

No members of the public addressed the Commission.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

J. Blaylock asked that the Commission review and discuss with the City Council liaison the Council's expectations of the Commission and the Commissions' guidelines and goals for the upcoming year.

S. Fulton asked that the Commission discuss outreach opportunities.

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 July 24, 2017.

J. Blaylock, Chair

D. Chatham, library recorder

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LIBRARY ACTIVITY REPORT				
JUNE 2017				
	16/17	15/16	15/16 TO DATE	16/17 TO DATE
CIRCULATION				
ADULT	8,243			
AUDIO	1,628			
AV EQUIPMENT	2			
BICYCLE	30			
CHILDREN	3,726			
DISCOVERY PACKS/KITS	8			
DVD	6,885			
E-BOOKS	1,104			
E-AUDIOBOOKS	342			
INTERLIBRARY LOANS	500			
JUVENILE	4,383			
PERIODICALS	438			
YOUNG ADULT	1,477			
VIDEO GAMES	348			
MONTHLY TOTAL	29,114	31,218	334,520	315,166
Average Daily Circulation	1,120			
Patron Count	none			
New Users	399			
Internet use (number of accesses)	2,066			
Bishop Room Usage (# of groups)	39			
Conference Room Usage (# of groups)	27			
INTERLIBRARY LENDING				
SIRSI - Loaned	405	421	5966	5716
SIRSI - Borrowed	831	991	9701	9999
OCLC - Loaned to Other Libraries	95	82	816	1089
OCLC - Borrowed for Our Patrons	84	87	1188	1163
OCLC - Total Patron Requests Processed	117	131	1406	1485
OCLC - Total Lender Requests Received	257	247	2701	2266
TECHNICAL PROCESSING				
Collection Total	115626	115815		
Added	860	774	8372	7315
Materials Withdrawn	(153)	(762)	(14619)	(6808)
ADJUSTED TOTAL	116333	115827		

PROGRAMMING STATISTICS			
	Children	Adults	Total ALL
CHILDRENS PROGRAMMING--Library			
Baby Time	90	71	161
Preschool Storytime	155	88	243
Toddler Storytime	104	64	168
Lego Club	56	33	89
Family Movie Night	11	10	21
Childtime Day care Outreach	161	0	161
Kid's WORLD Library Visits	256	0	256
Mother Goose Storytime	34	23	57
Donuts With Daddies Storytime	44	39	83
Wildman Phil	125	83	208
Youth Chess Club	41	14	55
Arizona Rick, Balloon Cowboy	63	28	91
4H Woodworking Workshop	19	0	19
Cardboard Challenge	33	24	57
Cody Landstrom	145	60	205
Soft Toys for Shelter Dogs	40	20	60
James Reid, Juggling Extravaganza	75	57	132
TOTAL CHILDRENS PROGRAMMING	1452	614	2066
TEEN PROGRAMMING--Library			
Teen Anime	20	0	20
Teen Photography Workshop	3	0	
Library After Dark : Laser Tag/Book Ends	35	0	
Library After Dark : Sushi & Soot Sprites	40	0	
TOTAL TEEN PROGRAMMING	98	0	98
ADULT PROGRAMMING--Library			
Library	0	195	195
TOTAL ADULT PROGRAMMING	0	195	195
TEEN CENTER PROGRAMMING			
Acting / Improv	32	0	32
Pizza and Movie	15	0	15
Laser Tag	8	0	8
Board Game Night	3	0	3
Sean's Tabletop Night	4	0	4
Capture The Flag	12	0	12
TOTAL TEEN CENTER PROGRAMMING	74	0	74
TOTAL ATTENDANCE AT ALL PROGRAMS	1624	809	2433