

LIBRARY ADVISORY COMMISSION AGENDA

REGULAR MEETING

Monday, October 23, 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 AUGUST 28, 2017
5. BRIEF REPORT BY THE CITY COUNCIL LIAISON ON CITY COUNCIL DISCUSSIONS RELEVANT TO THE LIBRARY
6. COCHISE COUNTY CITIZEN LIAISON COUNCIL REPORT ON RECENT ACTIVITY
7. REPORT ON STAFF AND LIBRARY ACTIVITIES
8. NEW BUSINESS
 - a. Review of Commission Procedure Guidelines
 - b. Presentation/discussion—Anime Club and Teen Leadership Conference
 - c. Return on Investment project
 - d. Update on County-wide Library Card
 - e. November and December 2017/2018 and May 2018 meeting dates
 - f. Discussion/decision on next program/service presentation
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 AUGUST 28, 2017

CALL TO ORDER

J. Blaylock, Chair, 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
Virginia Fuller
Jacob Jones-Martinez
Alvin Slarve
John Walsh (arrived late)

MEMBERS ABSENT: Stephanie Fulton

OTHERS PRESENT: Emily Scherrer, Library Manager
Kristine Wolfe, City Council Liaison
Susan Abend, Adult Services 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. J. Jones-Martinez seconded the motion. VOTE: 4–0. The motion passed.

ACCEPTANCE OF THE MINUTES OF THE REGULAR MEETING OF JULY 24, 2017

A. Slarve moved that the minutes of the regular meeting of July 24, 2017 be accepted as written. J. Jones-Martinez seconded the motion. VOTE: 5–0. The motion passed.

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

Councilmember Wolfe said she thought that the Commission's annual presentation to City Council was fantastic and it had inspired a lot of conversation.

Councilmember Wolfe mentioned the MPO was conducting a demographic survey which the Commissioners could use in future discussions of library membership.

Councilmember Wolfe suggested that the Commission assist in some way with a return on investment report for the library as it is very useful during budget talks. J. Blaylock and A. Slarve volunteered to assist with this project.

Councilmember Wolfe asked if the Commission would be able to assist with efforts to implement a county-wide library card.

REPORT ON STAFF AND LIBRARY ACTIVITIES

Emily said that the Summer Reading Program had a huge increase in participation and Susan would be reporting on it later in the meeting.

Emily reported that the Teen Center would be closing for renovations and when it reopens in September it will be more accessible to the general public. Teen Center programming will take place primarily at the library. The library is converting an office to a space for teens.

Emily mentioned the maker space carts staff are creating with the LSTA grant would play a role in teen programming.

NEW BUSINESS

- a. Presentation/discussion—Summer Reading Program
Susan Abend gave a breakdown of registration and participation in the Summer Reading Program. She reported that overall there was a big increase in registration, programming, and participation.
- b. Discussion on City Council's expectations of the Commission and the Commissions' role, guidelines, and goals for the upcoming year—Councilmember K. Wolfe
Councilmember Wolfe said that the City Council had not made a decision on a task or tasks they would like the Commission to work on.

J. Blaylock mentioned the Commission had agreed to assist with the Halloween event, the Children's Holiday Party, National Library Week, West End Fair, and the Back to School Fair. Councilmember Wolfe said this was great and she would relay this information to Council and any other comments from the Commission.

Councilmember Wolfe said that the Council and Commission could ask the Friends of the Library to fund unmet needs.

c. Library Policies

The Commission reviewed the Computer Use and Collection Development policies. A. Slarve asked for clarification on some definitions.

d. Discussion/decision on the library program or service to review next

The Commission agreed to hear presentations on the Teen Anime Club and Teen Leadership Conference during the September meeting.

CALL TO THE PUBLIC

J. Fix reported that the Friends' raised more than \$900 at their last Saturday sale.

In response to Commissioner Blaylock, Janie discussed volunteer issues.

REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS

J. Blaylock asked that the Halloween event be on the next agenda.

J. Blaylock asked that discussion of a county-wide library card be on the next agenda.

J. Walsh asked about a collaboration with Cochise College's early literacy program.

ADJOURNMENT

There being no further business to come before the Library Advisory Commission, J. Blaylock adjourned the meeting at 5:14 p.m.

The next regular meeting of the Library Advisory Commission will be September 25, 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
- Teen Leadership Conference
- Teen Tech Week
- LSTA Grant

Other Programs and Services

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

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
- Puzzle Exchange
- Tuesday Talks

| LIBRARY ACTIVITY REPORT | | | | |
|--|--------|--------|------------------|------------------|
| SEPTEMBER 2017 | | | | |
| | 17/18 | 16/17 | 16/17 TO DATE | 17/18 TO DATE |
| CIRCULATION | | | | |
| ADULT | 8,444 | | | |
| AUDIO | 1,473 | | | |
| AV EQUIPMENT | 0 | | | |
| BICYCLE | 28 | | | |
| CHILDREN | 2,736 | | | |
| DISCOVERY PACKS/KITS | 11 | | | |
| DVD | 8,047 | | | |
| E-BOOKS | 993 | | | |
| E-AUDIOBOOKS | 340 | | | |
| INTERLIBRARY LOANS | | | | |
| JUVENILE | 3,365 | | | |
| PERIODICALS | 361 | | | |
| YOUNG ADULT | 959 | | | |
| VIDEO GAMES | 337 | | | |
| MONTHLY TOTAL | | 26,115 | 84,998 | |
| Average Daily Circulation | | | | |
| Patron Count | 15,639 | | | |
| New Users | 338 | | | |
| Internet use (number of accesses) | | | | |
| Bishop Room Usage (# of groups) | 52 | | | |
| Conference Room Usage (# of groups) | 38 | | | |
| INTERLIBRARY LENDING | | | | |
| SIRSI - Loaned | | 539 | 1541 | |
| SIRSI - Borrowed | | 885 | 3003 | |
| OCLC - Loaned to Other Libraries | 95 | 49 | 316 | |
| OCLC - Borrowed for Our Patrons | 79 | 94 | 292 | |
| OCLC - Total Patron Requests Processed | 104 | 124 | 344 | |
| OCLC - Total Lender Requests Received | 301 | 168 | 954 | |
| TECHNICAL PROCESSING | | | | |
| Collection Total | 116767 | 114944 | | |
| Added | 662 | 603 | 1903 | 2050 |
| Materials Withdrawn | (520) | 1045 | (3227) | (1474) |
| ADJUSTED TOTAL | 116909 | 114502 | | |

| PROGRAMMING STATISTICS | | | |
|--|------------|------------|------------|
| | Children | Adults | Total ALL |
| CHILDRENS PROGRAMMING--Library | | | |
| Baby Time | 48 | 47 | 95 |
| Preschool Storytime | 79 | 58 | 137 |
| Toddler Storytime | 80 | 69 | 149 |
| Family Movie Night | 0 | 0 | 0 |
| LEGO Club | 24 | 10 | 34 |
| STEAM Saturday | 21 | 12 | 33 |
| Mobile Makerspace @ Ft. Huachuca | 15 | 9 | 24 |
| Mobile Makerspace @ Palominas | 10 | 0 | 10 |
| Mobile-Markerspace : Textile Arts | 7 | 3 | 10 |
| TOTAL CHILDRENS PROGRAMMING | 284 | 208 | 492 |
| TEEN PROGRAMMING--Library | | | |
| Teen Anime | 11 | 0 | 11 |
| Library After Dark : Pizza & Movie | 8 | 0 | 8 |
| Library After Dark : Fidget Spinners/Slime | 61 | 41 | 102 |
| Library After Dark : Laser Tag | 23 | 0 | 23 |
| TOTAL TEEN PROGRAMMING | 103 | 41 | 144 |
| ADULT PROGRAMMING--Library | | | |
| Appointment Digital Assist | | 1 | 1 |
| Beginners Spanish | | 57 | 57 |
| Blood Drive | | 20 | 20 |
| Book Discussion | | 19 | 19 |
| Computer Class | | 13 | 13 |
| Digital Device Dropin | | 0 | 0 |
| Movie Matinee | | 49 | 49 |
| Mystery Book Club | | 4 | 4 |
| Puzzle Exchange | | 21 | 21 |
| Socrates Café | | 22 | 22 |
| Tuesday Talk | | 38 | 38 |
| Walk in Digital Assist | | 4 | 4 |
| TOTAL ADULT PROGRAMMING | 0 | 248 | 248 |
| TOTAL ATTENDANCE AT ALL PROGRAMS | 387 | 497 | 884 |

| FY 17/18 PATRON COUNT FOR THE MONTH OF: | |
|--|--------|
| JULY | UNKWN |
| AUGUST | UNKWN |
| SEPTEMBER | 15,639 |
| OCTOBER | |
| NOVEMBER | |
| DECEMBER | |
| JANUARY | |
| FEBRUARY | |
| MARCH | |
| APRIL | |
| MAY | |
| JUNE | |
| YTD TOTAL | |