

# **LIBRARY ADVISORY COMMISSION AGENDA**

## **REGULAR MEETING**

Monday, November 27, 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. Commission Procedure Guidelines
  - b. December 2017/2018 and May 2018 meeting dates
  - c. Commission Term Expirations
  - d. Commission Attendance and Participation Responsibilities
  - e. Return on Investment project—J. Blaylock, A. Slarve
  - f. Update on County-wide Library Card
  - g. Discussion/decision on next program/service presentation
  - h. Children’s Holiday Party, December 9, Buena High School
9. CALL TO THE PUBLIC
10. REQUESTS OF THE COMMISSION AND FUTURE DISCUSSION ITEMS
11. ADJOURNMENT

# SIERRA VISTA LIBRARY ADVISORY COMMISSION

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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.

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J. Blaylock, Chair

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D. Chatham, library recorder

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## 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

<b>LIBRARY ACTIVITY REPORT</b>				
<b>OCTOBER 2017</b>				
	17/18	16/17	16/17 TO DATE	17/18 TO DATE
<b>CIRCULATION</b>				
ADULT	8,874			
AUDIO	1,845			
AV EQUIPMENT	14			
BICYCLE	12			
CHILDREN	2,749			
DISCOVERY PACKS/KITS	6			
DVD	8,310			
E-BOOKS	1,144			
E-AUDIOBOOKS	395			
INTERLIBRARY LOANS	999			
JUVENILE	3,022			
PERIODICALS	1,002			
YOUNG ADULT	940			
VIDEO GAMES	347			
<b>MONTHLY TOTAL</b>	<b>29,659</b>	<b>24,914</b>	<b>109,912</b>	<b>118,584</b>
Average Daily Circulation	1,186			
Patron Count	16,409			
New Users	269			
Internet use (number of accesses)	2,203			
Bishop Room Usage (# of groups)	48			
Conference Room Usage (# of groups)	40			
<b>INTERLIBRARY LENDING</b>				
SIRSI - Loaned	593	505	2046	1961
SIRSI - Borrowed	882	738	3741	3890
OCLC - Loaned to Other Libraries	73	76	392	265
OCLC - Borrowed for Our Patrons	117	104	396	432
OCLC - <i>Total</i> Patron Requests Processed	130	121	465	503
OCLC - <i>Total</i> Lender Requests Received	311	306	1260	1248
<b>TECHNICAL PROCESSING</b>				
Collection Total	116909	114502		
Added	837	649	2552	2887
Materials Withdrawn	(633)	(619)	(3846)	(2107)
<b>ADJUSTED TOTAL</b>	<b>117113</b>	<b>114532</b>		

<b>PROGRAMMING STATISTICS</b>	Children	Adults	Total ALL
<b>CHILDRENS PROGRAMMING--Library</b>			
Baby Time	57	58	115
Preschool Storytime	103	73	176
Toddler Storytime	53	41	94
Family Movie Night	8	7	15
LEGO Club	24	13	37
STEAM Saturday: Day At Hogwarts	26	22	48
Mobile Makerspace @ Ft. Huachuca	19	7	26
Mobile-Markerspace : Textile Arts	0	0	0
Trick or Treat @ the Library	280	183	463
Coding Club	23	4	27
<b>TOTAL CHILDRENS PROGRAMMING</b>	<b>593</b>	<b>408</b>	<b>1001</b>
<b>TEEN PROGRAMMING--Library</b>			
Teen Anime	15	0	15
Library After Dark : Murder Mystery	23	0	23
Library After Dark : Laser Tag	4	0	4
Teen Pumpkin Carving	3	0	3
Teen Mobile Maker Space	4	0	4
<b>TOTAL TEEN PROGRAMMING</b>	<b>49</b>	<b>0</b>	<b>49</b>
<b>ADULT PROGRAMMING--Library</b>			
Appointment Digital Assist		4	4
Audiology (How Hearing Affects Health)		18	18
Beginners Spanish		53	53
Book A Librarian		0	0
Book Discussion		18	18
Computer Class		14	14
Movie Matinee		40	40
Mystery Book Club		4	4
Puzzle Exchange		23	23
Socrates Café		23	23
Tuesday Talk		41	41
VistAbility		93	93
Walk in Digital Assist		5	5
Water Wise Well Owners		62	62
<b>TOTAL ADULT PROGRAMMING</b>	<b>0</b>	<b>398</b>	<b>398</b>
<b>TOTAL ATTENDANCE AT ALL PROGRAMS</b>	<b>642</b>	<b>806</b>	<b>1448</b>

<b>FY 17/18 PATRON COUNT FOR THE MONTH OF:</b>							
JULY	UNKWN						
AUGUST	UNKWN						
SEPTEMBER	15,639						
OCTOBER	16,409						
NOVEMBER							
DECEMBER							
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
<b>YTD TOTAL</b>							