

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, January 16, 2013 @ 4:30 pm

Library Meeting Room

Agenda

Call to Order	Meeting called to order at 5:32 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald , Connie Gilmore, Margo Mitchell, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Thelma Fisher
I. Approval of Minutes	<i>Margo moved that the minutes be accepted, with one correction. Dede seconded. Minutes approved with the following correction: "The next library newsletter <u>will include a survey...</u>"</i>
II. Library Manager's Report	<p>*There were a total of 2,629 reference questions and 18,009 directional questions for the month. --Tyler commented on the high number of directional questions. We had a total of 61 programs with 714 in attendance. We had a total of 2,594 holds placed and 2,090 holds filled. Three programs were provided by our staff for Outreach services with a total of 46 in attendance.</p> <p>*Calendar year figures for 2012 are as follows: Transits total: 22,102. Total items in our collection: 103,178. Total registered users: 18,100. Items added : 4,515. Total checkouts: 182,006. Loaned to other libraries: 22,102. Borrowed from other libraries: 21,930.</p> <p>--Vanessa commented on the total number of checkouts and how our library compares with other YLN libraries.</p> <p>*Margo raised the question of the total amount our library is owed in lost books and delinquencies. Vanessa provided a report that listed some of this information. For the month of December, the library billed approximately \$2075 and collected \$1991 for delinquencies and lost books. Funds collected go to the city general fund. The library accepts replacement books or DVDs in lieu of paying the fine.</p> <p>*Discussion, acknowledgment, and appreciation of how much support the Bookmarks give the library. <i>Margo moved that we give the Bookmarks a more visible sign of appreciation. Dede seconded. Motion passed unanimously. Connie will provide a card by 1/25/13 so Board members can sign it before the next Bookmarks meeting.</i></p>
III. Youth Services Report	<p>*There were 33 library sponsored programs with a total of 251 participants in December. Three were outreach at Headstart and Bright Futures, with 46 participants. This is a total of 19 more programs with 68 more participants than Dec. '11</p> <p>*Planning is underway for the 2013 Summer Reading Program—"Dig Into Reading." The program will be 8 weeks, ending with a party on July 25. Three Youth Services staff will be attending the YLN Youth Services Committee meeting in Prescott on 1/18/13. They will also be attending a webinar with the AZ State Library.</p> <p>*A new program--"Talent Showcase"—begins Friday, Jan. 18. Participants of all ages</p>

	<p>will be able to showcase whatever talent they would like to present and get positive feedback and encouragement.</p> <p>*The Teen Advisory Board is making Valentine Cards for local senior citizens.</p>
IV. Old Business:	<p>*Phone service—On 1/17/13 the new phone numbers are scheduled be “ported” which will complete the transition to the new system. Vanessa explained that the library computer systems are different than other systems used by the City of Cottonwood.</p> <p>*Excelling Grantwriter’s Group—Vanessa explained that it is going well and she is learning a lot. She participated in a webinar 1/15/13 on partnerships and attended an LSTA workshop on 1/16/13. She learned that Youth Services can also apply for an LSTA grant at the same time and the two grants can be coordinated. The deadline for grant applications is March 1. Awards will be announced May 1 with funds made available May 21 and must be spent by September.</p> <p>*Job Service computer—Mary provided a graph outlining use. Use has steadily increased, with a slight drop off in December. Mary reported that it is going well for patrons.</p>
V. New Business:	<p>*Volunteer luncheon--April 27th. Planning is underway.</p> <p>*Publicity--Yavapai Broadcasting & local newspapers. The library has gotten good publicity in the newspaper. Vanessa was interviewed by Yavapai Broadcasting on 12/17/12. The interview is available online. The community is working together to increase awareness of local libraries.</p>
VI. Yavapai Library Network Update	<p>Telecirc and text messaging should be available by the end of February. Telecirc will give options for automated messaging for renewals and holds. Text messaging will give patrons the option to receive information via text messaging.</p>
VII. Correspondence	<p>The <i>Library Lines</i> included a solicitation for input on what types of classes patrons are interested in that could be supported by the grant. The library has received several suggestions.</p>
VIII. Public Comment	<p>No public comment.</p>
IX. Future Agenda items & calendar updates	<p>Next meeting--February 20, 2013, 4:30 P.M. Hennen’s American Public Library Ratings. Phone service update. Internet service.</p>
X. Adjournment.	<p><i>Joan moved we adjourn, Tyler seconded. Motion approved unanimously.</i> Meeting adjourned at 5:25 P.M.</p>

Respectfully submitted,

Connie Gilmore, acting secretary