

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, September 16, 2015 @ 4:30 pm
Library Meeting Room

Agenda

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| Call to Order | Meeting called to order at 4:35 P.M. by Vice President Judy Paulus. |
| Roll call | Present: Connie Gilmore, Victoria Park, Judy Paulus, Joe Stack, Library Manager Vanessa Ward, Library Supervisor Mary Griffith, Youth Services Coordinator Joyce Read. Absent: Margo Mitchell, John O’Neil, Nancy Trupiano |
| I. Approval of Minutes | Joe moved that the minutes be accepted as stated. Victoria seconded. <i>Minutes approved as written.</i> |
| II. Library Manager’s Report | <p>June-- *There was a total 2,889 reference questions and 18,451 directional questions for the month. These figures show an increase of 2% in reference questions and a 0.3% decrease in directional questions from last month. *We had a total of 99 programs with 1304 in attendance vs 100 programs with 1,122 in attendance in April, or a 1% decrease in programs and 16% increase in attendance. *We had a total of 3,444 holds placed and 2,868 holds filled in the month of June vs 3,670 holds placed and 3,061 holds filled in May, for a 6% decrease in holds placed and a 6% decrease in holds filled. Usually our figures are down in the month of May due to end of fiscal year funding. *We had 796 people use the Smart Table and 191 youth on the Early Literacy tablets. The STEAM kits had 187 uses in June. *The Job Service computer had 24 users in June. *Program attendance for the last year was 12,895. This fiscal year we had a total of 24,008 in attendance for an 86% increase in library program attendance.</p> <p>July--*There was a total 2,769 reference questions and 18,451 directional questions for the month. These figures show a 4.2% decrease of in reference questions and 12% increase in directional questions from last month. *We had a total of 117 programs with 1,744 in attendance vs 99 programs, with 1,304 in attendance in June, for an 18% increase in programs and 34% increase in attendance. *We had a total of 3,780 holds placed and 3,137 holds filled in the month of June vs 3,444 holds placed and 2,868 holds filled in June, for an 8% increase in holds placed and a 9% increase in holds filled. *We had 609 people use the Smart Table and 118 youth on the Early Literacy tablets. The STEAM kits had 173 uses in June. The Job Service computer had 21 users in June.</p> |

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| | <p>*There were over 500 people signed up for the Summer Reading Program. There was a total 50,125 minutes read, which totaled 835 hours of summer reading.</p> <p>August--*There was a total 2,721 reference questions and 17,357 directional questions for the month. These figures show a 1.7% decrease of in reference questions and 6% decrease in directional questions from last month.</p> <p>*We had a total of 84 programs with 997 in attendance vs 117 programs, with 1,744 in attendance in July, for a 28% decrease in programs and 43% decrease in attendance. (End of youth Summer Reading Program.)</p> <p>*We had a total of 3,972 holds placed and 3,337 holds filled in the month of Aug. vs 3,780 holds placed and 3,137 holds filled in July, for a 5% increase in holds placed and a 6.4% increase in holds filled.</p> <p>*We had 407people use the Smart Table and 54 youth on the Early Literacy tablets. We are dealing with some problems with our tablets and only had one for youth to use in the month of August. We have recently received a corrective fix and should see this figure go up next month. The STEAM kits had 225 uses in August.</p> <p>*The Job Service computer had 19 users in August.</p> <p>*We had 148 people sign up for our first Adult Summer Reading Program.</p> <p>*There have been some maintenance issues. There was roof leakage during a heavy rain, among other things. Now there is a concern about mold. The library building is over 20 years old and will have continuing maintenance issues.</p> |
| <p>III. Youth Services Report</p> | <p>June—The “Blue Hair Challenge” encouraged over 500 youth to sign up for the Summer Reading Program. The overall program attendance has increased, although some individual programs decreased. There were additional programs added, as well as the use of STEAM kits, the SMART Table, Spheros and Ozbots. Youth Services had some special programming for the Summer Reading Program, including the Junk Lady and the Yavapai Search and Rescue Hug-a-Tree program. We have observed that more teens are bringing in their own tablets, instead of using the ones in the library.</p> <p>July—The Summer Reading Program was a big success, in part due to the hard work of the Youth Services staff. This was our first year using the GRA (Great Reading Adventure) online program for patrons to register and log in reading minutes online. A feature of the program called “The Leaderboard” tracked kids with the most minutes, which encouraged some competition. The top reader for the Pre-Readers was 6,450 minutes; the top reader for Juveniles read 10, 918 minutes, and the top Teen reader read 12, 970 minutes. Local businesses donated generously to support the program. We also received a generous allocation of \$1000 from the Cottonwood Bookmarks to help pay for Summer Reading Program presenters from the State roster. This was in addition to other allocated funding. We are grateful to the Cottonwood Bookmarks for supporting our program. We are already looking forward to next year!</p> |

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| | <p>August--We will be scheduling more Outreach Programs for both Juveniles and Teens. Shirley has already been doing Outreach with local schools and pre-schools for the Tinys.</p> <p>The STEAM kits continue to be popular and we have added to our STEAM kit collection.</p> <p>We continue with a revised version of our monthly Saturday programming. We will run special programming the first Saturday of the month for three months with a curriculum which will take kids to more advanced levels. From August – October, Anne will teach the Animation class. November – January, Jeff will teach Video Game Development.</p> <p>Joyce is working on developing a “paws to read”-type program where kids will read to therapy dogs.</p> |
| IV. Old Business: | <p>*Seed Library Open--The opening was Saturday, September 12. There were 106 attendees. The seed library cart will be available Saturdays, 11-1:00.</p> <p>*The Adult Summer Reading Program has 148 adults sign up. The program ends Friday, September 18th, from 10:00-11:00, with a raffle for prizes. It has been a very positive program, with good attendance at special events such as “The Chocolate Lady” and Terrence Shrader, a classical guitarist. We would like to thank the Bookmarks, friends of the library, for helping finance these events.</p> <p>*Meeting room policy—The policy went before the City Council and was approved.</p> <p>*Budget—The library now has \$30,000 for maintenance. The library previously did not have a line for maintenance.</p> |
| V. New Business: | <p>*J.A. Jance will be here Saturday, Sept. 19, 10:30-12:00 at the Rec Center. The library board will provide cookies—3 dozen each. Bring to Mary at the library Friday. Judy volunteered to assist with the author signing.</p> <p>*Municipal code 9.08.030—According to the City, a person can be in front of a public building with handbills, and can hand them out to anyone willing to accept them.</p> <p>*Artist’s Corner—Kyle is working on a new program called “The Artist’s Corner,” which will be on the 1st and 3rd Tuesdays beginning in October, from 9-12 and 1-5. Different local artists representing a variety of media will be located inside the front door, practicing their art. <i>Library Lines</i> will list upcoming artists.</p> |
| VI. Yavapai Library Network Update (New name—Adult Services) | <p>*Author’s Forum—Local authors will be featured from 11:00-1:00 at the Rec Center on Saturday, September 19th. We have over thirty authors signed up this year.</p> <p>*A new Coupon exchange program begins in October, on the first, second, and third Saturdays from 12:30 – 1:30 in the library meeting room.</p> <p>*The “Do a Jig at Your Library” has had positive feedback. We average about 30 patrons per month working on the puzzles.</p> <p>*NACOG employees—We have had three NACOG employees throughout the summer, with one starting this week. We also have the first Yavapai/Apache Work Force employee. It is a great opportunity to teach young people work ethics and help them succeed.</p> |

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| | <ul style="list-style-type: none"> * Community engagement—The Cottonwood, Camp Verde, Sedona, and Yavapai College—Verde Campus libraries are meeting with Ellie Hutchison, program director for Arizona Humanities, to plan for community engagement meetings and programs. |
| VII. Correspondence | <ul style="list-style-type: none"> *There was a comment about the noise level in the library. *A patron requested art magazines for the library. These periodicals are very expensive, but Vanessa was able to subscribe to two new magazines for our library, <i>ARTnews</i> and <i>Cloth Paper Scissors</i>. *Several maintenance issues were pointed out, for which Vanessa sent in work orders. *A patron requested that the library offer flash drives and headphones for sale. The library already does sell earbuds for \$2.00. *There were many positive comments about the library staff and services. |
| VIII. Public Comment | There was no public comment. |
| IX. Future Agenda items & calendar updates | <ul style="list-style-type: none"> *JA Jance visit *Winner of adult SRP raffles *Artist's Corner report *Author's Forum *Maintenance update *Next meeting Wednesday, October 21, 4:30 PM. |
| X. Adjournment. | <i>Connie moved we adjourn, Joe seconded. Motion approved unanimously.</i> Meeting adjourned at 5:33 P.M. |

Respectfully submitted,

Connie Gilmore, Secretary