

COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

Minutes

Wednesday, October 15, 2014 @ 4:30 pm

Library Meeting Room

Agenda

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| Call to Order | Meeting called to order at 4:32 P.M. by president Margo Mitchel. |
| Roll call | Present: Dede Ewald, Connie Gilmore, Margo Mitchell, Richard Smith, Joe Stack, Library Manager Vanessa V Absent: John O'Neil, Judy Paulus |
| I. Approval of Minutes | Dede moved that the minutes be accepted as stated. Joe seconded. <i>Minutes approved as written.</i> |
| II. Library Manager's Report | <p>*Vanessa has gotten approval for a part-time on-call roster. She is compiling a list of potential Workers, as long as she stays within her budget. These people cannot also be current library Volunteers.</p> <p>*Vanessa is also working on reorganizing staff functions. There is a need for a Youth Services Supervisor. The previous Youth Services Coordinator position was frozen.</p> <p>*There were a total 2,941 reference questions and 20,130 directional questions for the month. These figures show an decrease of 2% in reference questions and 0.8% decrease in directional questions from last month.</p> <p>*We had a total of 94 programs with 1,774 in attendance vs 73 programs with 1,686 in attendance in Sept. for a 28% increase in programs and 5.2% increase in attendance. We had a total of 4,004 holds placed and 3,408 holds filled in the month of Sep. vs 3,906 holds placed and 3,285 holds filled in Aug. for a 2.5% increase in holds placed and a 3.7% increase in holds filled. We had 267 people use the Smart Table and 80 youth on the Early Literacy tablets. the STEAM kits 207 uses in Septemjberhad . The Job Service computer had 38 users in September.</p> <p>*Circulation is down a little, but items loaned to other libraries and borrowed from other libraries is up. The Cottonwood Public Library is the fourth largest library in the YLN. Joe asked for Clarification on how Internet usage is monitored. Statistics may go down a bit, as the library Has started enforcing the 1 Hour usage limit. There have been people who try to spend many Hours on the computer.</p> |
| III. Youth Services Report | <p>*There is more outreach participation, with more groups coming in to use the library.</p> <p>*Statistics are up due to the materials received through the grant.</p> <p>*One-on-one tutor programming will begin next week on Thursdays. A staff member will help them, and they will also have access to Tutor.com, through the State Library network.</p> <p>*Ancestry and Britannica are up and running. Check out the Arizona State Databases. We even have the Chilton's Manuals online through the State Databases.</p> <p>The SRP was a huge success.</p> <p>Preschool signups = 83, Total Reading minutes = 19,680</p> <p>Juvenile signups = 188, Total Reading minutes = 62,220</p> <p>Teen signups = 54, Total Reading minutes = 37,980</p> |

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| | <p>Preschool events = 23, attendance = 648 Juvenile events = 80, attendance = 1351 Teen events = 20, attendance = 83 We now have the Smart Table and 6 AWE tablets available for preschool age kids, as well as "STEAM KITS" for all ages.</p> |
| IV. Old Business: | <p>*Ballast Light issues—The library is tentatively scheduled for a prototype system installation on October 20. *Susan Mead's retirement—Open House 2-4 PM on 10/31/14. The annual Library Halloween party will follow for Youth Services from 4-5 PM.</p> |
| V. New Business: | <p>*High Water Mark lamp/sculpture-Verde Valley Land Preservation/Verde River Valley Nature Organization. Wendy Harford did a lamp sculpture for the art raffle. The lamp did not sell at the auction. They are donating it to the library. There will be a plaque. There are also six other works that did not sell, and they will be displayed here. If anyone wants to purchase one of them, they will contact the VVLP.</p> |
| VI. Yavapai Library Network Update | <p>*YLN will be starting the process of looking into a new Integrated Library System (ILS) within the next few months. The current Sirsi/Dynix Symphony system has been in place for 5 years, and the contract is up the end of 2016. The YLN has many types of libraries in the network, which makes it challenging. *General discussion about the wonderful service that the YLN provides. Richard suggested that we create a display on the extent of the YLN. The libraries all contribute to the courier service.</p> |
| VII. Correspondence | <p>There were a number of complimentary comments about how helpful the library staff is, including patron assistance with technology and ebooks. A patron complained about dirty computer keyboards, but the library does disinfect the keyboards each day, and she was informed.</p> |
| VIII. Public Comment | <p>There was no public comment.</p> |
| IX. Future Agenda items & calendar updates | <p>Update on ballasts. Christmas Parade float. "It's a Wonderful Life" is the theme. The Teen Library council will enter a float. Next meeting—Wednesday, November 19, 4:30 PM.</p> |
| X. Adjournment. | <p><i>Joe moved we adjourn, Connie seconded. Motion approved unanimously.</i> Meeting adjourned at 5:26 P.M.</p> |

Respectfully submitted,
 Connie Gilmore, Secretary