

MINUTES OF THE
LIBRARY ADVISORY BOARD MEETING
HELD Monday, January 29, 2018, at 5:30 P.M.
IN COCHISE COUNTY SUPERVISORS' ROOM
BUILDING G
1415 MELODY LANE, BISBEE, ARIZONA 85603

**ROLL CALL:
BOARD MEMBERS**

CINDA COMBS
WILL GRONLUND
JENNIFER JOHNSON
SUSAN MATTHEWS
JOAN REICHEL
DORIS WELLS
MARY FERGUSON (EXCUSED)

CITY COUNCIL LIAISON: BILL HIGGINS, WARD 1
CITY STAFF: JASON MACOVIAK - LIBRARY MANAGER

THE FOLLOWING WAS DISCUSSED, CONSIDERED, AND/OR DECIDED UPON AT THIS MEETING.

1. **APPROVAL OF MINUTES.** Minutes of the JULY 17, 2017 meeting were approved as written.
2. **CORRESPONDENCE AND COMMUNICATIONS.**

Mr. Macoviak noted that the date for the Friends of the Copper Queen Library's 27th Annual Chocolate Tasting was set for Saturday, February 10, 2018 at the Central School Project from 6 - 9 PM. Ms. Reichel thanked the Friends and all of the volunteers who were helping with this year's tasting and placed a call out for volunteer bakers.

3. **CALL TO PUBLIC.**

There was no call to the public.

OLD BUSINESS.

4. NONE

NEW BUSINESS.

5. STATE OF THE LIBRARY REPORT FROM THE LIBRARY MANAGER

A. Statistical Report - Mr. Macoviak presented statistics for the last six months (July - December 2017). He reported that the total checkouts for that period was 26,275 library items (7775 Adult Books, 3830 Kids Books, 897 Music CDs, 567 Audiobooks on CD, 1616 Kids DVDs, and 11,590 Adult DVDs). He also presented graphs that compared checkouts for Juveniles and Adults over that same period (Juvenile checkouts increased by 2797 items since 2015 and Adult checkouts increased by 2568 items since 2015). He also reported that 15,903 Adult and 1882 Juvenile patrons visited the library over that last six months and that 2354 Adult and 419 Juvenile patrons attended programs over the same period. He also add that patrons used the internet 2726 times and volunteers logged 182 hours over the last six months. Ms. Wells asked about statistics for ebook checkouts. Mr. Macoviak stated that the County Library kept those statistics, and that he would ask for them.

B. Staffing Report - Mr. Macoviak reported that part-time employee Mary Scott retired in September and that the library hired Kathy Parke to replace her at 19.5 hours/week. He also reported that Ms. Parke was spearheading a Seed Library at the Library which will debut in the beginning of March. He explained that Ms. Parke applied for and received seed grants which would help establish the Seed Library. He also explained the library would "checkout" seeds to a patron with the hope that they would grow their plants and harvest and "return" new seeds back to the Seed Library to keep it going. He noted that the seeds in the Seed Library were to be all heirloom seeds. The goal of the program is the educate the community about gardening initiatives and promote sustainable practices which includes adapting seeds to our unique desert climate. Mr. Macoviak noted that the library was also forming a garden club that would meet monthly (2nd Tuesday of the month at 2 PM) to help educate the community in the practice of saving seeds.

C. Programming Update - Mr. Macoviak gave a general update on Programming at the Library. He noted the successes of both Food for Fines and Secret Santa over the month of December, stating that patrons sponsored over \$1000 to replace lost and damaged juvenile materials, helping them to clear their library accounts so they could use their library cards again. He also explained the library's new partnership with the County Library to sponsor the Naco Book Box. He called for volunteers that wanted to help keep the box organized and stocked. He explained that this project was organized by the Cochise County Library District to provide free books to people all over the County in hopes of alleviating some of the effects of no longer having a County Bookmobile. Mr. Macoviak then talked about the new Literacy Outreach Initiative that was spearheaded by the Bisbee Foundation. He explained that the City would hire a Contractor (via a RFQ) to conduct literacy outreach, specifically in the San Jose Area. The goal would be to teach the importance of literacy to families that do not have immediate access to the library and books. The overall goal would be to increase literacy and preparedness for kindergarten. Ms. Reichel commented on her efforts to increase literacy with her work with the Cochise Reading Council. She also explained her upcoming display at the National Bank of Arizona which will focus on literacy and early learning. She will include CQL bookmarks promoting Friday Story Hour and the Summer Reading Program. Mr. Macoviak also talked about the MOU with the BUSD for classroom space at the Melody Lane School in San Jose. The MOU needed City Council approval before the Library could move ahead with creating a Children's Library presence in the area. The hope, he explained, would be to have a turn-key library space that could be opened by volunteers. The space would eventually house children's books and materials, computers, and art and science materials for programs. He explained that Step Up Bisbee/Naco had volunteered materials and time to build shelves and furniture and that the Bisbee Bloomers have donated monies for the High School Construction Class to build an outdoor table and flower planters to give the space curb appeal.

D. Budget Update - Mr. Macoviak stated the new budget for fiscal year 2018-2019 would begin being worked on within the next month with the Finance Department. Ms. Reichel requested the Board be notified when the Budget Hearings will be so that they could help support the library.

E. Grants Update- Mr. Macoviak explained that Ms. Williams had just applied for a grant for \$3000 from the Arizona State Library that would allow the Library to checkout Internet Hotspots to patrons that do not have internet at home. He explained that the Hotspots would be disabled if not returned by the due date. He also described the Fun with Math and Science Grant and Workshop that the Library received late last year. Also from the Arizona State Library, the grant provided about \$2000 of math and science program materials that will be used to create a six week preschool math and science program over the summer that would help teach parents and guardians how help their children discover the fun with math and science. Mr. Macoviak also noted that Freeport would sponsor the Summer Reading Program again this year, as they have for the past two years.

F. Other - Ms. Combs asked if there was anything the Library Advisory Board could do to help the Library. Mr. Macoviak asked that the Board keep using and promoting the Library by checking out materials, attending programs, and spreading the good word about the Library.

6. FOR THE GOOD OF THE ORDER. The next LAB meeting will be held Monday, April 16, 2018.

7. ADJOURNMENT. The meeting was adjourned at 6:20 pm.