

MINUTES OF THE  
LIBRARY ADVISORY BOARD MEETING  
HELD Monday, April 16, 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 (EXCUSED)  
JENNIFER JOHNSON  
SUSAN MATTHEWS  
JOAN REICHEL  
DORIS WELLS (ABSENT)

CITY COUNCIL LIAISON: BILL HIGGINS, WARD 1  
CITY STAFF: JASON MACOVIAK - LIBRARY MANAGER  
ALISON WILLIAMS - LIBRARY PROGRAM COORDINATOR

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

1. APPROVAL OF MINUTES. Minutes of the JANUARY 23, 2018 meeting were approved as written.
2. CORRESPONDENCE AND COMMUNICATIONS.  
There was no correspondence or communications
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 quarter (January - March 2018). He reported that the total checkouts for that period was 14,162 library items (4288 Adult Books, 2195 Kids Books, 824 Music CDs and Audiobooks, 6855 Adult and Children's DVDs). He also presented a graph that compared checkouts for Juveniles and Adults over that same period for fiscal year 2015-2016, which demonstrated a substantial increase. He also reported that 11,118 Adult and 786 Juvenile patrons visited the library over that last three months and that 1195 Adult and 132 Juvenile patrons attended programs over the same period. He also added that patrons used the internet 1294 times and volunteers logged 96 hours over the last three months. He also noted that the library broke the record for monthly checkouts for March, surpassing the 5000 mark and landing at 5076 item checkouts.

B. Staffing Report - Mr. Macoviak reported that staffing has remained the same, with one full-time library manager, one  $\frac{3}{4}$  program coordinator, and one part-time library assistant. He commended the work of the many volunteers who help the library on a daily basis and stated that the library couldn't operate without their assistance.

C. Programming Update - Ms. Williams gave an update on programming at the library. She explained the new WiFi Hotspot Lending Program which will begin next month. The program was made possible through a grant from the Arizona State Library. The program will allow patrons to check out the internet for use outside of the library. She explained that special preference would be given to people that do not have internet already at home. She explained some of the benefits of the program, which include students being able to access the internet at home for school research, job-seekers being able to apply for jobs from home, and patrons looking to use the internet for leisure. She noted that if a patron does not return the Hotspot Device, the device would be de-activated, rendering it useless. Ms. Williams also explained new STEM materials purchased through a RAIN (Rural Activation and Innovation Network) grant. She stated that new science-related

board books and easy non-fiction have been added to the Children's Library, and that a new digital microscope was purchased to be used with Children's Programming this summer. Ms. Williams also explained the \$40,000 grant the library received from Freeport for the San Jose Annex/Outreach Program. She gave an update on the San Jose Annex, located in the old Middle School on Melody Lane. She stated the room has been painted and that the Bisbee High School Construction Class is in the process of building bookcases for the space and that StepUp Bisbee/Naco was installing them and redoing some of the electric. Mr. Macoviak stated that the library was already cataloging books for the Annex, purchased using the Freeport Grant. Ms. Williams also discussed the Library's upcoming Summer Reading Program, "Libraries Rock." She stated the Summer Reading Program will include a Preschool STEM class and a Fun with Math and Science Program which will focus on preschoolers and their caregivers.

- D. 2018-2019 Budget Update - Mr. Macoviak gave an update on the library's proposed budget for 2018-2019. He stated that the library was requesting that the Program Coordinator Position be increased to 40 hours/week (full-time). It is currently at 30 hours/week. He explained that the library could use more staff time to work on existing programs, create new programs, and apply for more grant monies. He explained that he has able to make strategic cuts throughout the budget to justify the increase in hours. He also explained a new figure that was included in this year's budget was \$17,945 for Internal Services (City services used by the library, including payroll, finance, and human resources). He explained that each department was being charged for these services and that the number amount was percentage based. Ms. Williams asked that the Library Advisory Board serve as advocates for the Library during the budget process by writing or speaking to their council representative or by speaking at the budget hearings.
  - E. Grants Update - Mr. Macoviak stated that the Library had one grant that was "in process". He said it was for \$25,000 from the Arizona State Library to put the finishing touches on the San Jose Annex. He stated that the Library will be notified at the beginning of May. He also stated that if the Library did not receive the grant, they would figure out "Plan B". He explained that the grant would cover purchases including 5 computers, a printer, an outdoor book drop, furniture, and more.
  - F. Other - Ms. Reichel mentioned that April was the Friends of the Copper Queen Library Membership Drive. She explained some of the things the Friends do for the Library, including the recent purchase of DVDs from the Criterion Collection. Mr. Macoviak commended the Friends for all of their hard work and the great contributions to the Library. Ms. Combs mentioned that April was also the Membership Drive for the Friends of the Cochise County Library. She stated that the Friends would be having an Open House on Saturday, April 28 from 10 AM - 2 PM at the Cochise County Library Headquarters at 100 Clawson Ave in Old Bisbee.
6. FOR THE GOOD OF THE ORDER. The next LAB meeting will be held Monday, July 16, 2018 at 5:30 PM
  7. ADJOURNMENT. The meeting was adjourned at 6:12 pm.