

MINUTES OF THE  
LIBRARY ADVISORY BOARD MEETING  
HELD Monday, January 13, 2020 at 5:30 P.M.  
BISBEE CITY HALL  
915 S TOVREAVILLE ROAD | BISBEE, AZ 85603

**ROLL CALL:**

CINDA COMBS (CHAIR)  
DONNA WIRTEL  
DORIS WELLS - ABSENT  
JENNIFER JOHNSON  
JOAN REICHEL - ABSENT (EXCUSED)  
SUSAN MATTHEWS  
WILL GRONLUND

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

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

**1. APPROVAL OF MINUTES.**

Minutes of the JULY 15, 2019 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**

Statistical Report - Mr. Macoviak presented statistics for July - December 2019 - 32,830 items circulated, 22,677 total visits, 2,221 program attendees, 2,976 internet users, 227 public meeting attendees, 2,460 items added, 38,926 total number of library items, and 3,717 items lent to other libraries in the Cochise County Library District. Graphs were distributed comparing data from the past 6 months of 2019 to that of the same 6 months of 2015. Mr. Macoviak noted substantial increases across the board and noted that the San Jose Annex has been increasingly checking out more materials each month. He also noted that digital circulation of ebooks and eaudiobooks rose more than 49% from 2,594 in 2018 to 3,882 in 2019.

Staffing Report - Mr. Macoviak reported that the library had posted the 10-hour/week part-time library assistant to replace Kathleen Parke. He noted that Damaris Bernhard moved from her 10/week position into Kathleen's 19.5-hour/week position, thus creating the vacancy for the 10-hour position. He stated that the position would be posted for two weeks and then the library would conduct interviews. He noted that the new employee would most likely start sometime in the beginning of February. Mr. Macoviak also noted that employees Samantha Goerlich (Early Literacy Coordinator) and Alison Williams (Program Coordinator) had attended an Early Literacy Summit in Chandler, Arizona this past week. He noted that they had both received scholarships through the Arizona State Library to attend. He noted that staff would seek out more opportunities like this to attend future conferences, including the Association of Rural and Small Libraries Conference to be held this September in Kansas.

Programming Update - Mr. Macoviak gave an update on programming at the library. He noted that the Friends of the Copper Queen Library's 29<sup>th</sup> Annual Chocolate Tasting was coming up on Saturday, February 8<sup>th</sup> from 6 - 9 PM at the Central School Project. He also discussed the library's role in helping with the 2020 Census. He stated that the library was working with other organizations including the City of Bisbee and Cochise County to create awareness on the importance of participating in the census. He described the library's upcoming Census Party to be held on Census Day, April 1, 2020. He also reported that the library would have computer kiosks for patrons to participate in the census, which will be conducted mostly online for the first time this year. He also stated that the library would have the use of tablets for patrons to use to complete the census and that all of the library's computers would be equipped with a census link

on the desktop so patrons would easily be able to access the census website. He also noted that the library would be hosting their 2<sup>nd</sup> Annual Ice Cream Social at the San Jose Library Annex on Friday, May 8<sup>th</sup> from Noon until 2 PM. He also outlined other upcoming events including the Summer Reading Program whose theme this year is "Imagine Your Story". He said that they would be working with the Bisbee Science Lab again this summer to offer children and their parents a well-rounded program of educational and fun events. Mr. Macoviak also discussed the library's upcoming participation in the Arizona chapter of Drag Queen Story Hour. The special event will take place on Saturday, February 22 at the library. Mr. Macoviak answered questions from the board about the program and asked for support, since this would be the first Drag Queen Story Hour hosted at a public library in Arizona. The Library Manager also gave an update on the Food for Fines and Secret Santa programs the library sponsored in December. He noted that Food for Fines brought in a lot of food for the Bisbee Fire Department's Holiday Food Boxes and that Secret Santa had raised over \$2000 to replace lost children's books, which helps reinstate borrowing privileges of children.

Budget Update - Mr. Macoviak stated the library would begin working with the City Manager and the Finance Director on creating a budget for the 2020-2021 fiscal year. He stated that he didn't see any major changes to the budget and noted that the Mayor and Council have been very supportive of the library over the past few years.

Annex Update - Mr. Macoviak reported on the state of the San Jose Library Annex. He said that attendance has been increasing for both Adult and Juvenile patrons. He stated that checkouts had also been increasing each month. He discussed plans to expand the Annex into another classroom across the hall where the Bisbee Science Lab had been. He said that the Science Lab would take the front classroom adjacent to the Library's space so that they too would have a street-side entrance. The new space would be used to house the adult collection, adult computers and an adult reading/meeting space. He stated that more adults were using the Annex and expressed concern that the current space was sometimes too noisy with children's programs and patronage. Mr. Macoviak expressed his appreciation of the organic nature of the expansion and that this was something that the patrons were very excited about. He stated that the expansion would utilize shelving from the Cochise County Library District and that reading furniture would be moved from the current space to the new space. He explained that the vacancy left in the old space would then be transformed into a teen area, with juvenile and young adult collections, a work table for homework and games and a teen reading lounge. He said that the library was expected to start the new project most likely sometime in February. He stated that they wanted to be ready to unveil the new space by the time of the Ice Cream Social at the beginning of May. He stressed that the new space would come with free utilities and internet just like the current space, all provided by the Bisbee Unified School District.

Facilities Update - Mr. Macoviak discussed current projects that the library was working on concerning the main library building. He stated that the City would be fixing the roof issues and that once that was done, the damaged ceilings on the third floor would be addressed. He also stated that he had found 9 copper lights that the Friends had agreed to purchase which would be installed in the library's main reading room. He also stated that the library was working with Ben Dale to construct a sign for the front of the building, above the staircase on Main St. He said that it would be very similar to the sign that adorns the front of the Bisbee Mining and Historical Museum, which was also done by Ben Dale. He noted that he would send out a copy of the sketch in an email so that the Board could see what it would look like. Mr. Macoviak also noted that the library and city would be working with Danielle Bouchever to write and submit a grant to the State Historic Preservation Office to conduct an assessment of the library building. He stated that they had met with SHPO staff last year and that they were excited that we were going to apply. He said that first an assessment needed to be done to determine what needed to be done to the building and how much that would cost. The next step would be to write another grant to actually have the work done. He noted that Ms. Bouchever had successfully written other grants for the city and that she was doing this on a volunteer basis.

6. OTHER - Mr. Macoviak asked the Board for comments, concerns or questions, but the Board did not have any specific responses.
7. FOR THE GOOD OF THE ORDER. The next LAB meeting will be held in April. Mr. Macoviak did not know the exact date, but said that he would send it out in an email.
8. ADJOURNMENT. The meeting was adjourned at 6:30 PM