

DRAFT

**Library Advisory Board  
Regular Meeting  
July 2, 2014  
PRESCOTT, ARIZONA**

MINUTES OF THE **LIBRARY ADVISORY BOARD** held on **July 2, 2014** in the **ELSEA ROOM OF THE PRESCOTT PUBLIC LIBRARY** located at **215 E GOODWIN ST,** Prescott, Arizona.

- I. Call to Order  
Meeting called to order at 3:15 p.m by Deb McCasland, Board Chair
  
- II. Attendance  

<b>In Attendance:</b>	<b>Absent:</b>
Deb McCasland	Jean Wilcox, council liaison
Sharon Seymour	
Alma Howell	
Jerry Jones	
Carolyn Shelley	
Marlene Sullivan	
Diane Breault	
  
- III. Approval of minutes of regular meeting of Wednesday April 2, 2014  
Minutes approved as submitted
  
- IV. Regular Items
  - a. City of Prescott Budget Update  
City budget was approved June 26  
Library budget approved at \$2,316,955 an increase over the FY 2014 budget of \$2,260,241.  
Library salaries decreased despite small 1%-2% increases for most employees. A full time library IT position was deleted from FY15 budget due to IT support being shifted to city IT.  
Increase in the budget was largely due to increases in internal charges for Computer Services and Personnel charges.
  
  - b. Book Nook Projects  
Library received LSTA grant for \$8,500 to create five book deposits at places where people will be waiting for services, especially where children are involved. Books are provided by Friends of the Library. Book cases made locally with bas relief of the "library lizard". Locations of book nooks:
    - Prescott Area Women's Shelter
    - Yavapai County Courthouse
    - Ponderosa Pediatrics

- Yavapai County Health Department
- West Yavapai Guidance Clinic

c. Strategic Plan Update

16 community members worked on creating strategic plan during the last part of 2013. Strategic Plan was approved by Library Advisory Board at the December 4, 2013 meeting. The past fiscal year strategic plan activities focused on outreach. Actions addressed:

- surveyed community for best days/times for working families storytime. Scheduled new Saturday storytime beginning September 6.
- personal tablet use—currently working with City IT find way to make tablets secure and remove any personal information after use.
- book nook grant
- identify outreach equipment—equipment identified and purchased. Currently being used in outreach efforts which have included Appy Hour, 4<sup>th</sup> of July, Lunch with a Librarian, kindergarten transition and Head Start.
- new series of adult programs through the AZ Humanities council and the Friends of the Prescott Public Library
- creation of brochure for pregnant and new parents—created for distribution at hospital, birthing groups, etc.
- met with early literacy professionals to determine need in Parent/Teacher collection
- purchased material to update Parent/Teacher collection

In the current fiscal year library will be addressing the following actions:

- Youth services staff trained in early childhood reading readiness
- Create digital access to early literacy activities
- Study carrels in upper level lounge
- Window table seating in North Bay windows
- Review barriers to electronic access for youth
- Develop plan to bring library service to retirement/elderly/low income housing
- Install book lockers in one location.

A summary of FY14 library statistics and use was distributed

d. HB2379

Did not leave house rules committee. The bill is not expected to impact libraries at this time.

e. Library Outreach and Marketing

- The library acquired equipment for outreach presentations including WiFi hotspot for remote use
- established contact with event organizers and organizations to take the library into the community including the following locations:
  - Lunch with a Librarian at Meals on Wheels
  - Yavapai College Kindergarten Transition Fair
  - Prescott Area Head Start

- Fourth of July celebration
  - Appy Hour at Prescott Gateway Mall
  - applied for and received LSTA grant for deposit collections at 5 area agencies:
  - library patrons completed technology impact survey. Results have recently been received and will be examined by library management committee to determine what information can be extracted for use in library goals.
- f. Discussion of Yavapai County Supervisors study session on Yavapai County Free Library District and possible action
- Final budget hearing will be 7<sup>th</sup> of July. Board of Supervisors have said that budget will be approved as submitted this year and will be looked at more closely in the next fiscal year. FY 15 will see the depletion of the YCFLD reserves. At this time it is unknown what the full impact on the YCFLD and the individual public libraries in the county will be if the Board of Supervisors insists on library user charges. To receive LSTA funds core library services cannot be charged for. Many services currently provided by the Arizona State Library are paid for with LSTA funds that the State Library receives. Imposition of charges may result in dissolving of Library Network if IGA is changed to require charges for core services. Report of library card holders as reported to the County Board of Supervisors is accurate.

Jerry Jones and Sharon Seymour will meet with Jean Wilcox to determine the best way to make feelings of library board about library use charges and the importance of free library service to the community made known to city council as whole. Library Advisory Board would also like to know if there are concrete addressable concerns from the City Council.

Next meeting set for September 3 at 3:15.

Topics for next meetings:

- Comments/report by Jerry Jones and Sharon Seymour on meeting with Jean Wilcox, Council, liaison
- Update on County Budget, Board of Supervisors and any comments about library services.

Adjournment

Meeting adjourned at 4:25 p.m.

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**DEB McCASLAND, Chairman**

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**ROGER SAFT**