



# Library Advisory Board

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## Minutes

**In-person Meeting**  
**August 09, 2021 – 7:00 p.m.**  
**Library Conference Room**

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### CALL TO ORDER

*Announce the presence of a Quorum.*

Board Liaison Ofila Barrera called the meeting to order at 7:02pm. The following Library Board members were present: Juan Azcarate III, Toshia Kimball, Carla McCullough, Kristina Jones, Kristin Botsford, Irene Chavira, Rosalynn Davis & Ofila Barrera, Board Liaison.

### CITIZENS COMMENTS ON NON-AGENDA ITEMS

*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

*No citizens were present at the meeting.*

### PRESENTATION

*No presentations were given at the meeting.*

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### REGULAR AGENDA

#### 1. Nominate and vote on a new Chair of the Board

**Board Action:**

→ Roz nominated Juan Azcarte to be the new Chair, Irene 2nd the motion. All were in favor.

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### CONSENT AGENDA

#### 1. Consider and act upon approval of the Minutes of the July 12, 2021 Library Board Meeting.

**Board Action:**

→ The Library Board Minutes of Monday, July 12, 2021.

- ◆ Carla was not the one to mention hosting a senior day, it was Toshia.
- ◆ Juan suggested a change on page 3 in regards to the wording.
  - Yvonne to make those corrections.
  - Kristin made a motion to approve the minutes.
  - Roz 2nd the motion, all approved.

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### WORK SESSION – DISCUSSION ITEMS

#### 1. Update on the FY Budget

→ Budget was presented to the council 2 meetings ago, during that time all items that were requested were approved.

- The last council meeting, big budget request items were presented to the council and all of those items were also approved.
  - ◆ With these approvals Ofilia can begin talking with HR about the Assistant Director position.
    - Council still has until the first meeting in September to make any changes, but the City Manager seems pretty confident that the approvals will all stay in place.
- Ofilia stated that this year there were extra funds in the budget for one time expenses and she plans to place a request for some of the funds to get a new sorter.
  - ◆ Sorter option that was presented by Tech Logic is \$108,601.00 and they can work within the current wall dimensions.
    - Tech Logic would like to also add a box on the outside of the window so patrons can actually reach the dropbox. The price to add the box is not included in the \$108,601.00 price.
    - Maintenance is also not included in the price, there are 2 options available: the higher end package where everything is included for \$12,000+ or a more affordable package around \$7,500, but if something goes wrong the library would have to pay additional for repairs.
      - Ofilia plans to talk with City Management to see which would be the best option.
    - City Management is asking everyone to put their request in a spreadsheet for their review, Ofilia will update the board when they decide.
- Juan asked if the city council had adopted the rate or if it was in September.
  - ◆ Ofilia informed him that it will be tomorrow night, but they were not expecting any opposition.
    - Ofilia also stated that city council meetings can be watched at home, since they are live streamed.

## 2. Staff Spotlight: Megan Goode, Reference Assistant

- Ofilia introduced Megan Goode, Reference Assistant
  - ◆ Megan has been with the library for about 8½ years, she's a reference assistant in the Adult Services department.
  - ◆ Megan is also in charge of the Silver Lining deliveries. She contacts all the seniors and asks them what they would like to read and suggests new items for them.
    - Megan explained that Silver Linings not only helps seniors but anyone else that is unable to come to the library to get books. It was a program that started during Covid, but has grown to so much more now.
  - ◆ Megan also leads the Senior Book Club which is still meeting virtually.
  - ◆ Megan also handles the Interlibrary Loan service (ILL) that is offered at the library. She coordinates with other libraries to borrow a book or movie that someone is requesting that is not available here. It is a very popular service that is offered.
    - Juan asked if there was a limit on the service.
      - Megan stated that as long as a person has a library card they can participate. There is a limit on how many books you can request which is 5 per month per card.
    - Roz asked if the ILL books can't be renewed.
      - Megan responded that she was correct that they can't be renewed, but sometimes the institute that the book is borrowed from has a long check out time and she can extend it then.
    - Carla asked if there were fines if the book is not returned in time.
      - Megan answered that there is a fine for the borrower.
      - Ofilia added that the service is free for patrons but if they do not pick up a book that was requested there is a fine. Megan does try one more time

to contact the patron before that fine since most times it is because they forgot or didn't get the first notification.

- ◆ Megan also helps out with many creative designs from displays, posters and events.
- Juan asked if she was the only one who delivers for Silver Linings.
- ◆ Megan and Ofilia are the ones who deliver the books.
- Megan's daily job is assisting patrons at the reference desk or assisting with the computers, but she is an employee who wears many different hats.

### **3. Review circulation statistics for July 2021**

- Ofilia included the Overdrive statistics in this meeting, which is one of our digital platforms.
  - ◆ Previous year numbers spiked around Covid and have stayed high since then, meaning many patrons discovered it and are still using Overdrive.
- Check outs and holds are still remaining steady as well.
- Kristin asked if people can purchase items on Overdrive.
  - ◆ Ofilia replied that the library purchases the licenses for titles as content for patrons to use.
- Ofilia informed the board that 2 new streaming services are being added.
  - ◆ Kanopy which is already live as of August 1st. It is a service that offers arthouse movies, documentaries, and classic films. Everyone who has a library card and signs up gets 5 credits a month to use on the site.
    - Carla asked if there was a catalog.
      - Once you sign up at Kanopy.com with your library card you can see everything that is offered for adults and children.
  - ◆ Hoopla which is still in the works, with a tentative start date of September 1st, provides movies, downloadable audio and much more.
    - Hoopla offers its content to everyone there is no limit of users like there is on Overdrive. There is no waitlist and they carry more popular items.
      - Patrons who sign up for Hoopla get 10 credits per month
  - ◆ DVD's are no longer relevant due to Covid. In past summers the DVD shelves are empty, but this year they have not been circulating. The library will be downsizing it's adult DVD collection, the children's DVDs will not be downsized since that is still showing steady circulation.
    - A charity was found that will donate the DVD's to soldiers.
      - Carla asked if the organization was Operation Gratitude.
    - ◆ Ofilia to confirm.
- July was a little quieter in regards to the circulation statistics then in the past, but was still slightly higher than June.
  - ◆ Ofilia attributes that due to people traveling and the recent rise of Covid numbers.
    - Kids were signed up for in person programs, but parents were calling to see if they could get a take home kit so they wouldn't have to come into the library.
- The summer programs still had a really good turn out. The numbers were in person and virtual events combined.
  - ◆ Juan asked if Ofilia knew how the numbers broke out in regards to in person vs virtual, and if they were 50/50.
    - No the numbers were not 50/50, since there was a wide mix of virtual and in person in each category.

### **4. An overview of the recent book sale and a preview of upcoming events with the Friends of the Library.**

- The Friends of the Library book sale that was held on July 24th had a great turnout with a line of people waiting to get in. The final profit amount was \$4,500, which is more than twice of what was made in previous years.

- ◆ There were still quite a few books remaining after the sale. This led to donating the books to other organizations, one of them being Books for Africa, 13 boxes of books were sent to them last week.
- Carla asked how the donut sales turned out during the book sale.
  - ◆ Ofilia believed they did very well, since they donated \$100 back to the Friends.
  - ◆ Ferris Wheel Coffee was also at the books sale.
- The next fundraiser is a Halloween event called Night of Spooks; which is a family friendly event.
  - ◆ Suggesting \$10 charge per family.
  - ◆ October 26th 5-7:30, with a show every ½ hour that can fit 15-17 people.
  - ◆ Trick or Treating and crafts will also be going on in the library.
- November 6th from 1pm-4pm is the 50th Anniversary Celebration “Fall back to the 50’s”
  - ◆ The friends are working on getting food trucks, a car show, an Elvis impersonator, and a DJ.

## 5. Review upcoming programs

- August is mostly a planning month for the library.
- Book logs were due on Saturday, but kids can still pick up their prizes the whole month of August.
- Kids, Tween & Teen Club sign ups start again August 16th.
- Storytime resumes on August 30th.
- Teens can apply to volunteer at the library until August 14th.
  - ◆ In person volunteering will come back this year, and virtual will remain an option.
  - ◆ Teens need to be 13 years old to volunteer. Applications are available.
- Business Card Exchange is held every Wednesday morning, which Ofilia helps run. It’s a program that the library partners with the Chamber of Commerce.
  - ◆ Any business is welcome to come from 8am-9am on Wednesday.
    - Carla asked how would businesses know that this event goes on every week.
      - The Chamber puts it in their newsletter and the library has it on their website.
    - Juan asked if it was well attended.
      - Yes, when it is a slow day there are 20-22 people, but on a busy day there are 35-40 people. Summers tend to be slower, but now that school is starting it should get busier.
- Booked on Friday has a planning meeting this month which Ofilia gets to lead.
  - ◆ The meeting is for everyone who turns in their choice of what they want to read, then everyone gets to vote on the books for the upcoming year.
- Third Monday Book Club meeting is coming up on the 16th.
- Medicare 101 is coming up on August 19th.
  - ◆ Roz asked if people need to register for the programs.
    - Yes, patrons would have to register for the programs.
  - ◆ Juan asked who was hosting the Medicare program.
    - The Allen Warchol group is who presents it.
  - ◆ Juan also asked if the Medicare 101 is going to be a recurring event.
    - Yes they will come back monthly.
- Kristin mentioned that there was a person at the library who was a little unstable and wanted to know if there were procedures in place if a situation were to arise.
  - ◆ Ofilia informed her that there are procedures in place, and that the staff has to handle people like that regularly but if things do get out of hand there is a panic button at every desk.

## **ADJOURNMENT**

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Kristina made a motion to adjourn the meeting. Toshia 2nd motion; all approved  
Meeting adjourned at 7:48pm.

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**Juan Azcarate III, Board**