



### **Library Board Minutes of the December 5th, 2013 Meeting**

- I. The regular meeting at the Main Library was called to order by Joyce Taylor at 3:06 pm
- II. Board Members present: Joanne Parkes, Joyce Taylor and Jean Cray.  
Board Members excused: Ruth Garrison, Karla Brewster, Lena Fowler and Harriet Young.  
Library staff present: Heidi Holland, Mark Cesare, Mike Brehm, Jan Robison
- III. Public Participation: None
- IV. The minutes of the October 17<sup>th</sup> meeting were approved as corrected.
- V. Library Director's report. 1) The Youth Services bathrooms have been refurbished. 2) There will be no Christmas lights on the outside of the Main Library building this year. 3.) The Tuba City Library redid the floor of their hallways and public restrooms. We are finding the flooring is leaving spots. We may have to put another finish to get rid of the water spots. Also, having a hard time getting a great, reliable janitor. The County just dismissed the one we had and now we have a temporary service in the interim. 4) I met with the community at Mandy Metzger's "coffee time with the community" and shared the bookmobile schedule and other information about the library. 5) We have hired a new Library Supervisor at the EFCL; his name is Ed Van Winkle. He is interested in partnering right away on the one-on-one tutoring. This is usually computer technology; but it could be "how do I use my iPad, mouse" etc. He has already made contacts in our community. 6) We will incorporate some of the services from BTOP into our one-on-one tutoring. 7) There are three applicants for the County Vacancy. Jean Cray will stay on until another member is appointed. 8) We have added new Library pages and volunteers to our staff. 9) Great training is coming up for the Summer Reading Program and 3D printing. 10) Heidi handed out the program flyers with the Youth Services activities that are coming up in the month of December.
- VI. Mark Cesare, Technology Report -IT projects included an implementation of our county wide shared integrated system. We used a system called Symphony through SirsiDynix. Five years ago I decided to try to look at putting the entire County on one system. When I started we had 6 systems. County librarians all agreed that we would do this. We did this for the following reasons; to save money (17K), more manageable for IT and centralized reporting. Our other system did not allow a website, so you could not do an online search. Also, because the libraries didn't have an internet module they couldn't see a library catalog, now you can. This was all completed Labor Day. How did we do it; we started with Page which we



thought would be the easiest but it really was the most difficult. Completed all the libraries in August 2013. We added 37,784 new users to the system from the other libraries. SirsiDynix did the reconfiguration of the project. 93,320 users in our system for the county. 68% of the County are registered library users. At this time, Mike Brehm demonstrated how to use BookMyne, iPhone, iPad and android devices to interface with the library catalog.

2<sup>nd</sup> part of the project was to move items from the other libraries into our system. There were many inconsistencies from library to library. End result was that everyone was easy to work with and we added a few new item types. There are 466,607 items available county-wide. Also, everyone has the same books of certain authors, so we did a deduplication process. What we needed to do now was improve our web pages search interface. We bought *Enterprise* an interface for the website. It is more “google” like. Now when you search for a topic you can limit it. *Enterprise* is at all the other libraries and we are hoping to bring it to the Main Library soon. If you know the URL you can get to the other libraries’ website. However, when you Google it the website doesn’t come up easily. The *Enterprise* concept is to show you all they have and then trim it down for your specific needs. That is what we have done so far; we added Google calendar and New Books List and for the first time ever the library patrons can renew and put books on hold *online*. It also allows us to leverage our purchasing power. A Library team went to each of the libraries as they went “live” to provide back up. The Library van put over 1000 during this time. Things we can do in the future; 1) Get E Resource Central installed. It makes the downloading of the device much easier. You still will have to do an initial set up with Overdrive. 2) Implement a County library system using your library card to work at all the county/city libraries. This would allow us to share our physical resources by having an Intralibrary loan. 3) Computer replacement ongoing – public computers have been replaced at Main, EFCL and Williams. We are currently replacing staff computers at Main and EFCL. 4) We moved to a new operating system and Office in 2013. 5) We added a new backup server at EFCL to back up files and a new file server here at Main. 6) Website will be updated, hopefully in January 2014.

I continue to work on our Erate funding which gets us 45k a year.

- VII. Monthly Reports – next meeting
- VIII. Library Projects – next meeting
- IX. Growth Needs of the Libraries, Affiliates & Branches – next meeting
- X. The next Library Board meeting will take place on January 16, 2014 at 3:00 pm at the Flagstaff City-Coconino County Public Library.
- XI. Meeting adjourned at 4:40pm