

AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, October 16, 2008
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.**
 - a) **Approval of the Minutes:**
 - 1) Regular Session – September, 18, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session –November 20, 2008 at 6:30 p.m.

5. **Call to the Public for Items not on the Agenda** Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be on a future agenda. (Pursuant to A.R.S. §38-431.01(G).)

Please note: Staff makes every attempt to provide a complete Agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with the Clerk's Office prior to a meeting for copies of supporting documentation, if any that were unavailable at the time Agenda packets were prepared.

Public input may be invited on the following items:

6. **Introduction and orientation of our newest Commissioner Ms. Amber Polo**
7. **Election of a Chairperson and a Vice Chairperson for 2008 / 2009**
8. **Discussion and possible recommendation to council regarding a parcel of land on Finnie Flats Rd. as a possible site for the new library building.**
9. **Report of CCCVL activities from the Commission Liason**
10. **Discussion of space needs for the new library building**
11. **Call to the Public for Items not on the Agenda**

There will be no Public input on the following items:

12. Discussion and consideration of the Director/Staff Report. Discussion may include, but not be limited to meetings attended; programs and activities; statistical reports; books; videos; computer update; funding; physical changes to the Library; and publicity.

13. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests: Individual Commission members may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

14. Adjournment

Posted by: Beard P. Lamm

Date/Time: 10/10/8 10:00 AM

Note: Pursuant to A.R.S. §38-431.03.A.3, the Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, September 18, 2008
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Chairperson Mina, Vice Chairperson Heuman, Commissioners Nielson and Doering were present; Commissioner Chatley arrived at 6:32 p.m.; Commissioners Pastine and Sykes were absent.

Also Present:

Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Nielson.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a) Approval of the Minutes:

- 1) Regular Session – July, 17, 2008
- 2) Work Session – July 25, 2008
- 3) Special Session – September 8, 2008

b) Set Next Meeting, Date and Time:

- 1) Regular Session –October 16, 2008 at 6:30 p.m.

On a motion by Heuman, seconded by Chatley, the Consent Agenda was unanimously approved as presented.

5. Call to the Public for Items not on the Agenda

There was no public input.

6. Report on and discussion of the Library Advisory Commission's Special Session of September 8th, 2008

Commissioner Heuman reported that a unanimous decision had been made at the Special Session that the primary role of the Citizens Committee of the Camp Verde Library is to raise funds for the construction of the new library, as stated by its President Linda Harkness, in order to avoid both groups from approaching the same donors, and that the primary role of the Library Advisory Commission relative to the building of the new library is to develop a conceptual plan with the library staff that outlines the space requirements by square footage for various functions and needs of the new library. Heuman added that the Commission also wants the Town Council to revisit the matter of the location of the site for the new library, and that all the foregoing information had been reported to the Town Council.

During a brief discussion Commissioner Doering pointed out that the Council did not well receive the idea of going over location again, that the Council preferred not to get into a political battle again. It was clear there was a lot of polarization on the Council, and it was obvious that they did not want to consider any more changes.

7. Discussion and possible recommendation to council regarding the transfer of the library's book sale to the Camp Verde Library Endowment.

On a motion by Heuman, seconded by Nielson, the Commission unanimously agreed to accept the two documents discussed, and to recommend that Council approve the transfer of the library's book sale to the Camp Verde Library Endowment.

Director Laurito outlined the proposal of the Camp Verde Library Endowment to take over the library's book sales. He explained that since the Library Endowment could conduct the book sales free of the restrictive regulations imposed by the State on the library, the Library Endowment has proposed taking over the sales. Director Laurito reviewed the terms and conditions of the proposed transfer of responsibility as set forth in the two documents included in the agenda packets; namely, the Proposal from the Library Endowment to the Town of Camp Verde, and the formal Agreement and Delineation of Responsibility and Procedures, both of which documents have been approved by the Camp Verde Library Endowment Board and the Town of Camp Verde Library Director.

The members briefly discussed with Laurito how the transfer of books and items to the Library Endowment would be handled, as well as the allocation of the proceeds.

8. Discussion and possible recommendation to council regarding a "Library Day" fundraiser involving local merchants.

On a motion by Mina, seconded by Heuman, the Commission recommended to Council that the Library Commission offer the "Library Day" event to CCCVL to take over and initiate the event for next year or whenever they might choose to hold it.

Laurito said that the subject fundraiser had been discussed at the Special Session and was included on the agenda tonight if the Commission wanted to further discuss the event. Heuman pointed out that the Commission had discussed turning over fundraisers to CCCVL since it had been agreed that their primary goal was raising funds. After further discussion regarding the timing of such an event, it was agreed that it would be better to postpone it until next year, and that the opportunity to participate should be offered to CCCVL. In the event CCCVL would choose to not participate, the Commission could revisit that idea for a fundraiser at a later date.

9. Discussion and possible recommendation to council regarding the Golf tournament fundraiser

On a motion by Mina, seconded by Heuman, the Commission voted unanimously to recommend to Council that the responsibility for the proposed Golf Tournament fundraiser be offered to CCCVL.

Commissioner Nielson explained that serious family matters have kept Commissioner Sykes from further pursuing the proposed Golf tournament fundraiser. After further discussion, it was agreed that the responsibility for the proposed Golf Tournament fundraiser be offered to CCCVL.

10. Discussion and possible recommendation to council regarding a parcel of land on Finnie Flats Rd. as a possible site for the new library building.

It was agreed to continue this Item 10 to the regular meeting scheduled for October 16, 2008.

Commissioner Nielson reported that Mr. Penrod had been unable to attend the meeting tonight to present further details on the proposal regarding the parcel of land on Finnie Flats Road. Nielson requested that the issue be continued to the next meeting. Laurito referred to the material he had distributed that had been received from Mr. Penrod, including a conceptual plan, but no other facts or figures. After reviewing the conceptual plan the members discussed the possibility of proposing an alternate location for the library, and it was generally agreed that the Council has indicated its refusal to consider any other location, at least until after the next election that will result in a change in the Town Council. After further discussion it was decided that Mr. Penrod will nevertheless be invited to the next meeting to present details regarding his proposal.

11. Call to the Public for Items not on the Agenda

There was no public input.

12. Discussion and consideration of the Director/Staff Report.

Director Laurito reported that in addition to the information in his written report, the Yavapai County Library Network has agreed to pursue getting a new integrated library system; Laurito outlined the details and research done by Yavapai Network on the new system called "Symphony." Laurito does not anticipate any cost to the Town for the new program that is anticipated to go onto the library system in approximately a year, or October, 2009.

Following the review of his report, Laurito then presented a Certificate of Appreciation to Tom Nielson, thanking him for his contributions to the Library Commission and the Town of Camp Verde.

13. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests:

Laurito said he would include an agenda item next month for holding the elections for Chairperson and Vice Chairperson; Item 10 re alternate location of library will be returned to the agenda next month; by next month the Quarterly Reports will already be turned in.

Doering reviewed his conversations with Linda Harkness regarding concerns of some members of the public about security of assets, or handling of donations that go into CCCVL; among the concerns was who draws any salaries, which Harkness confirmed no one does. Doering said he had also talked with Harkness about applying for a rating for the non-profit to bolster public confidence.

Heuman questioned whether it would be possible to get a copy of the petition signed in support of building the library on its present location. *(She was advised to contact the Clerk's office.)*

14. Adjournment

On a motion by Mina, seconded by Heuman, the meeting was adjourned at 7:16 p.m.

Lisa Mina, Chairperson

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Library Advisory Commission of the Town of Camp Verde during the Regular Session of the Library Advisory Commission of Camp Verde, Arizona, held on the 18th day of September 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Margaret Harper, Recording Secretary

Library Director's Report

September 2008

Statistical Report

September's circulation statistics are as follows.

A total of 6707 items were circulated including 62 audio books, 168 kid's videos and 206 adult videos.

380 work hours were volunteered

There seems to be a problem with September's catalog usage statistics. They will be reported next month

Beaver Creek statistics were as follows in September

87 searches

3 hold was placed

no items were renewed.

In September 278 people visited the branch.

6 new cards was issued

0 ILLs were processed.

64 volunteer hours given

Physical Changes to the Current Library / New Library Developments

There were no problems with the building this month. Usage of the reinstalled book drop is light but steady. The word is getting out that it is there and that there are certain items that should not go into the book drop because they are fragile. Those items are marked with a sticker. The only thing happening regarding the new building is fundraising. Staff & the Commission will take another look at size and space requirements and update them if necessary.

Books Videos, Computer Updates

In September we added 149 items to the collection including 2 audio books. Public computer C has been acting weird lately. I want to see what it is doing so that it can be fixed.

All our computers have the latest version of Norton Anti-virus and are protected for another year.

We have added 11 titles in electronic format from Overdrive. They should be listed in our catalog or you can go to www.overdrive.com and log into our online catalog to get direct access to those titles and other titles purchased by Yavapai Library Network libraries. We are also looking at the Playaway format. I will elaborate on that as we get closer to obtaining them.

Programs & Activities

In September, we hosted 4 adult programs, 5 children's programs, 1 program for all ages and 7 school visits. We had a total of 90 adults and 237 children at our programs. We had about 14 volunteer hours donated in this department last month.

Funding & Fund Raising

The Library Endowment Group has approved taking over the operation of our monthly book sale at their September meeting. The town's lawyer is looking over the agreement for legal and liability issues. We should have something to council soon. We are operating the sale in the interim. The last sale made about \$400.00

Council determined that CCCVL would be raising funds for the new building. They held a rummage sale the last weekend in September and made over \$7,000

The Basha's "Thanks A Million Program" has started again under the name "Shop and Give" Program. The number for the Library Endowment is 23066 and I will let you know when to link it to your "Thank You" card to that number. The Endowment gets a percentage of your shopping dollars. CCCVL also has a number in Basha's "Shop and Give" Program. It is 25034. You may attach up to 3 numbers to your Thank You Card and your shopping dollars will be split that many ways.

I am also encouraging people to sign up for the e-Scrip program (**number 152446398**). If anyone has any questions, they may contact the library. You can also get more information on the Internet at <http://www.escrip.com/> The eScrip program is nation wide and ongoing. The closest participants are Safeway Grocery Store, Office Max, and Servicemaster Clean in Cottonwood and New Frontiers Market in Sedona. The Town is now going through some tough financial times. I believe we can get through it without cutting anything.

Publicity

In addition to telling people about our usual programs, we started planning for a "Read-In. We are asking well-known Camp Verdians who are not library users to come to the library on Nov. 7th or 8th and read from their favorite book. This is not a fund raiser but if someone wants to write a check we will accept it. We just want to raise awareness of what we have and can do at the library.

We started to get the word out about our up coming 3 day book sale on Nov. 6th – 8th.

There was a fair amount of publicity for CCCVL's Rummage Sale.

Meetings Attended

I attended a meeting of the YLN Management group on Sept 12th. We discussed more details of our migration to Symphony (Dynix's new integrated library system)

Alice, Jan & I participated in 5 training sessions for Overdrive. Overdrive is a service we have that provides downloadable library materials for our patrons.

Miscellaneous Items

A couple of alternate locations for our Beaver Creek Branch have come to our attention. We will be checking them out over the next month for suitability.

We now have a 5-pound scale attached to our postage meter. This should handle most of the packages we send out.

YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATISTICS

Aug-08

VER	BOOKS AND MAGAZINES				AUDIOVISUAL				TOTAL CIRC	# ADULT PROG.	# YA PROG.	# JUV (0-14) PROG.	TOTAL ATTEND.					
	ADULT	YA	JUV	*PB EXCH.	AUDIO JUV	VIDEO JUV	CD ADT	*OTHER										
July	2766	165	1074		71	154	297	1	2197	6725	2	88	1	24	7	129	251	
August	2384	140	1151		73	127	212		2392	6479	4	70	1	1	6	98	180	
September	2410	136	1333		62	168	206		2392	6707	4	90	1	0	12	237	327	
October										0							0	
November										0							0	
December										0							0	
January										0							0	
February										0							0	
March										0							0	
April										0							0	
May										0							0	
June										0							0	
YTD	7560	441	3558	0	0	206	449	715	1	6981	19911	10	248	3	25	25	464	758

"OTHER" means puzzles + all renewals + ILLs borrowed
 ***Periodicals and magazines, unless individually barcoded, will go under paperback exchange (PB EXCH.)

NOTE: The count for attendance at each type of program should include all persons in attendance, no matter what age.

VER	NO. OF REQUESTS	NO. OF REQUESTS COMPLETED	INCOMPLETE REQUESTS SENT TO OTHER LIBS. OR LIB. DISTRICT	ANSWERS PROVIDED TO OTHER LIBRARIES	HITS AGAINST ELECTRONIC RESOURCES		INTERLIBRARY LOAN		VOLUNTEER HOURS		
					***LOCAL RESOURCES	***REMOTE RESOURCES	BORROWED FROM ARIZ. LIBRARIES	BORROWED FROM OUT OF STATE		LOANED TO ARIZ LIBRARIES	LOANED OUT OF STATE
July	57	57					1413	35	1193	17	363
August	55	55					1568	14	1285	8	235.5
September	82	82					1588	5	1189	10	251.75
October											
November											
December											
January											
February											
March											
April											
May											
June											
YTD	194	194	0	0	0	0	4569	54	3667	35	850.25

Unless you have counting software, "HITS" statistics will be taken in October and April only. You will be notified of the day.
A hit is counted every time the "search" command is used.

****Local Resources" means use of resources paid for by the library used by patrons in the library.

****Remote resources" means use of library equipment to gain access to resources not paid for by the library.

Camp Verde Dynix Circulation Report:			Aug-08				Page 1 of 4	
	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
Maps								
Periodicals								0
Puzzles								0
Vertical File								0
CDs								0
Adult REF								0
New Books								0
Oversize	16							16
Adult romance coll	144							144
Adult Fic	780			55	195			1030
Adult Mystery	406							406
Adult SciFi	31							31
Adult Western	133							133
Adult NonFic	515			7	11			533
Adult Biography	25							25
Adult LP Fic	149							149
Adult LP Bio	2							2
Adult LP Mystery	72							72
Adult LP NonFic	8							8
Adult LP Western	72							72
Adult SW Fic	5							5
Adult SW Oversize								0
Adult SW NonFic	50							50
Adult SW REF								0
Adult NR Bio	1							1
Adult NR Fic								0
Adult NR NonFic	1							1
Adult Spanish non								0
E Span. Fic			20					20
E Span. NonFic			12					12
E Biography			9					9
E Fic			626					626
E NonFic			108					108
E SW Fic								0
E SW NonFic								0
J Spanish Fic			2					2
J Spanish NonFic								0
J Biography			12					12
J Fic			207		117			324
J LP Fic								0
J NonFic			334		51			385
								0
Sub-Total	2410	0	1330	62	374	0		4176
Camp Verde Dynix Circulation Report:			Aug-08				Page 2 of 4	
Circulation Sub-Total								4176

	A	B	C	D	E	F	G
1			September 2008 Program Statistics				
2	DATE		DESCRIPTION OF PROGRAM	# Children	# Teens	#Adults	Misc.
3	9/2/2008		American Heritage School Visit	22	0	2	Rolene -American Heritage
4	9/2/2008		Scrapbooking for Adults	0	0		
5	9/3/2008		Children's Program	13	0	7	
6	9/4/2008		Chester Newton School Visit	13	0	2	Susan
7	9/9/2008		Scrapbooking for Adults	0	0	9	
8	9/10/2008		Children's Program	20	0	12	Mr. Bill
9	9/11/2008		MUSIC FOR TOTS new Program	15	0	9	Kelly Cole
10	9/11/2008		Chester Newton School Visit	17	0	3	Cindy- School C.N.
11	9/16/2008		Scrapbooking for Adults	0	0	10	
12	9/17/2008		Children's Program	15	0	8	
13	9/17/2008		Chester Newton School Visit	30	0	2	
14	9/18/2008		Chester Newton School Visit	25	0	2	
15	9/20/2008		Scrapbooking for All	3	0	4	Saturday Scrapbooking
16	9/23/2008		American Heritage School Visit	21	0	2	Rolene -American Heritage
17	9/23/2008		Scrapbooking for Adults	0	0	7	
18	9/24/2008		Children's Program	15	0	9	Flip Flap Jack
19	9/25/2008		Chester Newton School Visit	28	0	2	Ms. Susan
20			PROGRAM TOTALS	237	0	90	
21			Reference Questions	8			
22	Total		Volunteer hours for the Month	14			Greg & Mary