

AMENDED AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, November 20, 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 – October 16, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – December 18, 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:

- 5a. **Discussion, consideration, and possible recommendation to council regarding the creation of a Library Logo. This item will include but is not limited to how it will be created if there is to be a contest for the logo's creation, and the nature of that contest.**
6. **Appoint a Commission Liaison to CCCVL**
7. **Report of CCCVL activities from the Linda Harkness.**
8. **Discussion, consideration, and possible recommendation to Town Council on action recommendations from CCCVL regarding the library building project. This will include but is not limited to a special fund for the design and construction of the library, the town committing to a certified "Green" building, putting the question of the location of the new library to a vote of the people, the current method Yavapai County uses to compensate the town for library services, and the town's financial commitment to the library building project.**

9. **Discussion of the new Prescott Valley Public Library Building. This may include but is not limited to funding, architecture, and construction.**

10. **Call to the Public for Items not on the Agenda**

There will be no Public input on the following items:

11. **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.

12. **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.

13. **Adjournment**

Posted by: *Gerrit P. Lamm*

Date/Time: NOV 18, 2008 11:00 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.

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13. Adjournment

Posted by: Gerard P. Lammits

Date/Time: NOV 14, 2006 10:30 AM

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Draft

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, October 16, 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 6:37 P.M.
- 2. Roll Call**
Chairperson Mina, Vice Chairperson Heuman, Commissioners Polo and Doering were present; Commissioners Chatley, Sykes and Pastine were absent.

Also Present:
Library Director Gerard Laurito, Linda Harkness CCCVL and former Commissioner Nielson.
- 3. Pledge of Allegiance**
The Pledge was led by Doering.
- 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.**
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On a motion by Heuman, seconded by Mina, 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. Introduction and orientation of our newest Commissioner Ms. Amber Polo**
This was an opportunity for Commissioner Polo to acclimate herself to the Library Commission and for the Commission to get to know her. No action was taken on this item.
- 7. Election of a Chairperson and a Vice Chairperson for 2008 / 2009**
Commissioner Mina nominated Commissioner Heuman to be Commission Vice Chair for 2008 / 2009. Commissioner Doering seconded the nomination. Heuman was elected unanimously. Commissioner Heuman nominated Commissioner Mina to be Chair for 2008 / 2009. Commissioner Polo seconded the nomination. Mina was elected unanimously.
- 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**
Mr. Jim Penrod, the developer of the parcel up for discussion was not present. Former Commissioner Tom Neilson provided some information on this proposal. Mr. Neilson stated that Mr. Penrod would build us a building to our specifications and allow us to pay for it on a monthly basis. Mr. Neilson said that Mr. Penrod could come here to make this proposal in person if he was given 2 days notice. This item was continued until the next meeting. If Mr. Penrod needed to meet sooner, he should let us know through Mr. Neilson and the Commission could schedule a special session.

9. Report of CCCVL activities from the Commission Liaison

The Commission discovered that they have not appointed a liaison to CCCVL. The commission will appoint a liaison at their next meeting. Commissioner Mina opened this item for public comment and Linda Harkness reported the following. The CCCVL rummage sale made \$7,450. This will be an annual event because of the success. CCCVL is raffling 2 quilts on display at the library. Tickets are \$1 each or 6 for \$5. Linda asked members of the commission for help in selling the tickets.

CCCVL would like to make a formal proposal to the Commission and ultimately to town council regarding the process of getting a new library building. 1) Pool all construction funds. 2) The Library Commission to have input on any action regarding the "library" 5-acres 3) the town to commit to building a Leed certified building 4) Put the question of the site of the new library to a vote of the people. 5) Look into the level of funding from Yavapai County in relation to the amount of library tax paid by Camp Verde residents 6) a financial commitment from the town for the library project.

Linda passed out a CCCVL financial statement for the organization. She also mentioned the up coming Wreath Auction.

10. Discussion of space needs for the new library building

Director Laurito and his staff came up with a list of library functions and services they would like to see in a new building. In no particular order, the staff would like to see program / meeting rooms, Internet access computers, a computer lab, a teen area, at least 3 times the shelf space we have now for books and audio visual materials, a dedicated space for large print materials, a reference desk, book store space for our fundraising group, an area of the library for displaying art work or collections or other visual presentations, Internet and computer access for patron's computers, and a quiet area for relaxation or study. The commission will use this list and other lists they previously created to formulate a recommendation to council.

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.

Mr. Laurito discussed specific statistical growth areas. The transfer of the book sale to the Camp Verde Library Endowment, The up coming library Read-in, and The Beaver Creek Branch

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

Commissioner Doering noted that Mr. John Biondi expressed a desire to hold onto his land.

Commissioner Polo mentioned her role as the library's public relations Person the library's need for volunteers and a theme for our public relations activities. Perhaps the fact that the library is a free service

14. Adjournment

On a motion by Mina and Heuman the meeting was adjourned at 7:30 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 16th 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

Gerard Laurito Library Director (Recording)

Camp Verde Community Library - Action Recommendations

We are embarking on the wonderful process of designing and constructing a new Library to meet the needs of our growing community. This initial phase may be the most important to the success of the project. Here are some technical considerations to help make this process run more smoothly and result in the outcome we all desire.

The Citizens Committee for the Camp Verde Library (CCCVL) proposes that we collaborate with the Town to secure a meaningful agreement for the following:

1. We need to dedicate a special fund for the Library design and construction. This funding should be separate from all other city funds to ensure that it does not experience unintended losses and misallocations.
 - The Mary Lyons Fund for the Library should be combined with other city funds into a single joint account. Any significant expenditure from the Library Fund should require two signatures, one signer from the Town and one from CCCVL.
 - The Town of Camp Verde has committed a 5-acre parcel for the sole benefit of the Library. All decisions and actions regarding the library parcel should be made with the concurrence of the Library Commission.

2. The Town of Camp Verde should commit to certifying the new library under the US Green Building Council Leadership in Energy and Environmental Design (LEED). Obtaining LEED certification will provide ongoing operational and energy savings to the Town and is in keeping with the commitment in the Camp Verde Environmental Plan.

The Town will consider effects of new developments on the environment and promote practices that create and maintain a healthy, safe, and enjoyable living environment.

In addition, the pursuit of LEED will qualify the project for a possible \$50,000 grant from the Kresge Foundation. The grant will finance the essential engineering and design for the leading-edge energy, water and environmental systems that will support the efficient, cost-effective operation of our Library. This planning will support the architectural design meant to showcase the history and culture of our community.

3. Although the new Library is currently set for construction at the Black Bridge site, the ultimate site selection continues to be an issue of debate. We propose that the issue be settled with a public vote among the top four currently favored locations.
4. The method used by Yavapai County to compensate the Town of Camp Verde for Library expenses needs to be changed. Currently, the annual rate calculation is based on size of library rather than the size of the population served. This approach is biased toward larger libraries and against growing communities. We suggest a "Friends of the Library" Committee encourage the County Supervisor to change the formulation.
5. This is to be the Camp Verde Community Library, and now is the time for the Town to commit financially to its construction. We recommend that along with Impact Fees, a portion of sales tax be committed to the Library project. The fact that times are tough in the construction industry can work to our advantage if we move ahead now to realize our vision.

Library Director's Report

October 2008

Statistical Report

October's circulation statistics are as follows.

A total of 6837 items were circulated including 41 audio books, 114 kid's videos and 196 adult videos.

272.5 work hours were volunteered

Last month, the catalog usage statistics were extremely high and I thought there might be a problem with the system. According to Lisa Mina at Camp Verde School District, the high school was using our catalog for research projects. This month's stats are high also but not as high as September's. I am assuming that the statistics I am reporting now are from valid use and not computer malfunction. September's catalog stats are as follows.

38245 searches

1135 patron logins

1206 patron holds

515 patron renewals

4 patron updates

In October the catalog stats were as follows

21794 searches

1148 patron logins

1251 patron holds

1251 patron renewals

6 patron updates

Beaver Creek statistics were as follows in October

11 searches

4 hold was placed

11 items were renewed.

In October 350 people visited the branch.

1 new card was issued

1 ILL was processed.

72 volunteer hours given

Physical Changes to the Current Library / New Library Developments

The Town's risk carrier inspected our building for safety problems. There is a major issue with the fact that the floor in the Children's Librarian's office is sloped. This problem needs to be addressed. We are looking at 3 options, swapping the office with the library's magazine room, laying a level floor on top of the existing floor in the office, or adding new office space to the east side of the building where an unused portion of a patio is now. I am waiting for cost estimates from Mike Dumas and have done an impact analysis of all the options. I will be reporting to Mike Scannell when the costs come in.

Books Videos, Computer Updates

In October we added 276 items to the collection. Public computer C has been acting weird lately. I want to see what it is doing so that it can be fixed.

We have asked the Library Endowment for a lap top computer that will enable us to make presentations and do library instruction off site. They said that we could get one & they would pay for it. I plan on checking out Costco in the next few weeks.

Programs & Activities

In October, we hosted 5 adult programs, 6 children's programs, 1 program for teens and 8 school visits. We had a total of 110 adults and 289 children and 5 teenagers at our programs. We had about 8.5 volunteer hours donated in this department last month.

Funding & Fund Raising

The Library Endowment Group and the town have signed an agreement transferring the operation of the Library's book sale to the Endowment. All proceeds go to the endowment with a portion going back to the town for the benefit of our Beaver Creek Branch. The 3-day sale in November will be the first to operate under this new agreement.

CCCVL is raffling off 2 quilts in December as part of their 2nd annual Christmas Wreath competition on Dec. 13th. Tickets are available at the library among other places for \$1 each or 6 for \$5.

As November begins, we are becoming painfully aware of the town's financial situation. We will be cutting about 3% of our budget for 2008 / 09. We will also be closely monitoring our spending for the rest of the year.

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

Our publicity revolved around the Read-In and the 3-day book sale. We have about 25 people scheduled to read over 2 days. We have asked 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. We just want to raise awareness of what we have and can do at the library.

CCCVL has started publicity for their Christmas Wreath show & competition. They are also raffling off 2 quilts.

Meetings Attended

Jan & I attended a meeting a users group meeting on Oct. 17th in Flagstaff for our Dynix and coming Symphony library systems. This provided us with good insight as to what the new system will be like.

Alice & Jan attended a ½ day session at Prescott College on Interlibrary Loan on Oct. 21st. They came back with some good tips on improving the process.

Jan attended a network Circulation Committee meeting on Oct 10th. Planning continues for the migration to Symphony.

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. I have an appointment with a local realtor to look at an alternate location on Nov. 13th

YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATISTICS

Oct-08

VER	BOOKS AND MAGAZINES				AUDIOVISUAL					TOTAL CIRC	# ADULT PROG.	PROGRAMS					TOTAL ATTEND.
	ADULT	YA	JUV	EXCH.	AUDIO JUV	ADT	VIDEO JUV	ADT	CD			*OTHER	PROG. ATTEND.	# YA PROG. ATTEND.	# JUV (0-14) PROG. ATTEND.	PROG. ATTEND.	
July	2766	165	1074			71	154	297	1	2197	2	88	1	24	7	129	251
August	2384	140	1151			73	127	212		2392	4	70	1	1	6	98	180
September	2410	136	1333			62	168	206		2392	4	90	1	0	12	237	327
October	2451	121	1288			41	114	196	4	2622	5	110	1	5	15	289	425
November																	0
December																	0
January																	0
February																	0
March																	0
April																	0
May																	0
June																	0
YTD	10011	562	4846	0	0	247	563	911	5	9603	15	358	4	30	40	753	1183

"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.

Page 4 of 4		REFERENCE				HITS AGAINST ELECTRONIC RESOURCES		INTERLIBRARY LOAN		VOLUNTEER HOURS	
VER	NO. OF REQUESTS	NO. OF REQUESTS COMPLETED	INCOMPLETE REQUESTS SENT TO OTHER LIBS.	ANSWERS PROVIDED TO OTHER LIBRARIES	***LOCAL RESOURCES	***REMOTE RESOURCES	BORROWED FROM ARIZ. LIBRARIES	BORROWED FROM OUT OF STATE	LOANED TO ARIZ LIBRARIES	LOANED OUT OF STATE	
MONTH											
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	106	106					1698	9	1318	13	272.5
November											
December											
January											
February											
March											
April											
May											
June											
YTD	300	300	0	0	0	0	6267	63	4985	48	1122.75

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.
 ****H Local Resources" means use of resources paid for by the library used by patrons in the library.
 ****H Remote resources" means use of library equipment to gain access to resources not paid for by the library.

SUBMIT CUMULATIVE REPORT TO LIBRARY DISTRICT BY THE 10TH OF EACH MONTH

	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
J SW Fic			2					2
J SW NonFic			1					1
								0
YA Biography		3						3
YA Fic		65						65
YA LP Fic		51						51
YA Mystery								0
YA NonFic								0
YA REF								0
YA SciFi		2						2
YA Western								0
Total Circulation	2451	121	1288	41	310	4		4215
OTHER:							Other	
Maps								
Periodicals							274	
Puzzles								
Vertical file								
PB Exchange								
Phone Renewals							114	
Self Renewals							431	
Renewals							96	
Other Sub-Total							915	
	Dynix	In	Out of					
	Network	State	State					
	ILL's	ILL's	ILL's					
Borrow from:	1688	10	9				1707	
							Other Sub-Total	2622
							TOTAL CIRCULATION	6837
Loan to:	1289	29	13					
							TOTAL	6837

Camp Verde Dynix Circulation Report:			Oct-08		Page 1 of 4			
	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
Maps								
Periodicals								0
Puzzles								0
Vertical File								0
CDs						4		4
Adult REF								0
New Books								0
Oversize	17							17
Adult romance coll								0
Adult Fic	870			37	167			1074
Adult Mystery	447							447
Adult SciFi	27							27
Adult Western	125							125
Adult NonFic	583			4	29			616
Adult Biography	20							20
Adult LP Fic	151							151
Adult LP Bio	5							5
Adult LP Mystery	90							90
Adult LP NonFic	2							2
Adult LP Western	51							51
Adult SW Fic	17							17
Adult SW Oversize								0
Adult SW NonFic	45							45
Adult SW REF								0
Adult NR Bio	1							1
Adult NR Fic								0
Adult NR NonFic								0
Adult Spanish non								0
E Span. Fic			15					15
E Span. NonFic			4					4
E Biography			14					14
E Fic			597					597
E NonFic			89					89
E SW Fic								0
E SW NonFic								0
J Spanish Fic								0
J Spanish NonFic								0
J Biography			6					6
J Fic			201		83			284
J LP Fic								0
J NonFic			358		31			389
								0
Sub-Total	2451	0	1284	41	310	4		4090
Camp Verde Dynix Circulation Report:			Oct-08		Page 2 of 4			
							Circulation Sub-Total	4090

	A	B	C	D	E	F
1		October 2008 Program Statistics				
2	DATE	DESCRIPTION OF PROGRAM	# Children	# Teens	#Adults	Misc.
3	10/1/2008	Children's Program	17	0	11	
4	10/2/2008	Chester Newton School Visit	17	0	3	
5	10/4/2008	Scrapbooking for Adults	0	0	1	
6	10/7/2008	Scrapbooking for Adults	0	0	9	
7	10/8/2008	Children's Program	15	1	10	
8	10/8/2008	Chester Newton School Visit	28	0	2	Jackie
9	10/9/2008	MUSIC FOR TOTS new Program	4	0	3	Kelly Cole
10	10/9/2008	Chester Newton School Visit	25	0	2	Stacy
11	10/14/2008	American Heritage School Visit	21	0	2	Rolene
12	10/14/2008	Scrapbooking for Adults	0	0	9	
13	10/15/2008	Children's Program	17	0	7	Acorns
14	10/15/2008	Chester Newton School Visit	17	0	3	Kathleen
15	10/16/2008	Chester Newton School Visit	28	0	2	Susan
16	10/18/2008	Teen Yo-Yo Demonstration	14	4	7	Michael Steele
17	10/21/2008	Scrapbooking for Adults	0	0	8	Red Roses Scraps
18	10/22/2008	Children's Program	7	0	5	Cindy Wilmer -Sign
19	10/23/2008	Chester Newton School Visit	13	0	2	Kindergarten & First
20	10/28/2008	Scrapbooking for Adults	0	0	9	
21	10/29/2008	Children's Program	16	0	11	Candy Corn
22	10/29/2008	Chester Newton School Visit	25	0	2	Jackie
23	10/30/2008	Chester Newton School Visit	25	0	2	Stacy
24		PROGRAM TOTALS	289	5	110	
25		Reference Questions	8			
26	Total	Volunteer hours for the Month	8.5			