

## AGENDA



**REGULAR SESSION  
LIBRARY ADVISORY COMMISSION  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
THURSDAY, April 17, 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 – March 20, 2008
    - b) **Set Next Meeting, Date and Time:**
      - 1) Regular Session – May 15, 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. **Discussion, consideration and possible direction to council regarding the possibility of locating the new library building on the newly acquired 118 acre regional park site.**
  7. **Discussion of "green" building sources, technology and funding.**
  8. **Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of March 12, 2008.**
  9. **Discussion and possible direction to staff regarding the 2008 – 2009 Library budget.**
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- 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: Valerie Foster

Date/Time: 3-9-08 10:20 a.m.

*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  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
THURSDAY, March 20, 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 6:39 p.m.; Commissioner Doering presided over the meeting in the absence of both Chairperson Mina and Vice Chairperson Heuman.

**2. Roll Call**

Commissioners Nielson, Doering, Pastine, Sykes and Chatley were present; Chairperson Mina and Vice Chairperson Heuman were absent.

**Also Present:**

Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Sykes.

**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 – February 21, 2008

**b) Set Next Meeting, Date and Time:**

1) Regular Session – April 17, 2008 at 6:30 p.m.

On a motion by Chatley, seconded by Neilson, 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. Welcome to and orientation of the newest Library Commissioner Timothy Sykes. This is an opportunity for the rest of the Commission to introduce themselves and answer any questions Mr. Sykes may have.**

Commissioner Sykes introduced himself and explained that he planned to follow along at first and get caught up to speed before he started asking the many questions he has; the other Commissioners then gave outlines of their backgrounds, experience and interest in libraries. There was also a brief discussion on the recent Work Session and comment that the Council answers that were somewhat contrary to what the Library Commission was wanting to think about.

**7. Discussion, consideration and possible direction to council regarding the possibility of locating the new library building on the newly acquired 118 acre regional park site.**

On a motion by Doering, seconded by Neilson, the Commission voted 4-1 to continue further discussion on this item until after a walk-through of the property; with Pastine abstaining.

There was comment from the members that they would prefer to tour the subject property first before making any decision. Laurito advised the Commission that a walk-through tour is being

arranged; also, the Town will be working on a master plan for the property and the Commission should decide whether or not they want to participate in the planning. During the round-table discussion, public input from **Linda Harkness** included a description of the corner that she believes would be the best site for the library, the drainage considerations, and the comment that they should ask for 8 or 12 acres; the members discussed in further detail with Ms. Harkness the information she had offered.

**8. Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of March 12, 2008.**

The members expressed conflicting opinions regarding the formation of the non-profit corporation. In response to a question from Commissioner Sykes, Director Laurito briefly explained the difference between the Mary Lyons fund which is under the control of the Town, and the separate, independent non-profit organization made up of a group of citizens to design and build the new library. Doering added that 501(c) (3) is the IRS Code that allows a corporation to operate as a non-profit entity. There was further discussion on the issue of obtaining funds and working through the non-profit corporation to build the library, or the Town following the statutory public procurement procedures to build the library. Doering said that one of the questions brought up at the work session was the role of the Library Commission, adding that the Town Website posts what the duties of the Commissions are.

Commissioner Pastine said that in answer to a question to the Council regarding what happens if the 501(c)(3) takes over fund-raising that the Commission was doing, what is the Commission to do now, the Mayor commented, "Go use the Library funds to buy a book drop," which Pastine felt was a really rude comment. Pastine said everyone needs to work together, and that comment was like a slap in the face to the Library Commission. She said that if two groups are to work together, they do not need comments like that, especially from the Mayor, of all people. Pastine said she feels that Linda and everyone are trying to work together well, and hearing that comment, she wanted to get up and walk out. Pastine said that to have the very person who is running this Town make a comment like that is not helping us, and we should all be trying to work together well and if we can't do it at the level of the Council, we certainly can't do it at other levels. Pastine added that when she heard the comment from the Mayor it really hurt, that comments like that are not going to help us at any meeting or at any time when we are trying to work in a joint work session. Pastine said that when the Commission makes recommendations, she wondered how they can get away from comments like that from people "who are above us," and "who we have to work with."

The discussion continued regarding further issues brought up at the work session, including some advice from the Town Attorney based on law, which Doering said he also had researched to confirm that the advice was correct. There was general agreement that there was no specific recommendation to Council in response to what was done at the meeting. As Chairperson of the non-profit corporation, **Linda Harkness** said she was in agreement with Pastine on the need for everyone to work together. There was also further discussion, with input from Harkness, regarding those who were qualified to serve on the non-profit corporation.

Doering said this item will be placed on the agenda for the next meeting to give the Chairperson and Vice Chairperson the opportunity to offer their comments.

**9. Discussion possible recommendation to staff regarding a library "New to You" sale to raise funds for the new building.**

Director Laurito said work is still in process for the "New to You" rummage sale; he stressed that only quality items will be sought, and that help will be needed for all aspects of arranging the sale that will be a fund-raiser for the new library building.

**10. Discussion of "green" building sources, technology and funding.**

The Commission agreed to continue this item until the next meeting, since Vice Chairperson Heuman was absent.

- 11. Discussion and possible action regarding the posting of a web page requesting the public to submit slogans for the Commission's library fundraising that is now on Commissioner Doering's web site.**  
Doering displayed a copy of the information he had drafted for his web site; after a brief discussion it was generally agreed that Doering should go ahead and post the page on his web site and start soliciting slogans to support the library fund-raising efforts.
- 12. Discussion and possible recommendation to staff regarding digital library resources and digitizing library materials.**  
Doering explained that he had requested the subject item in order to discuss the possibilities in digitizing materials. Laurito described the resources already being digitized; the members offered some suggestions, including digitizing the Historical Society collection. Laurito said he would do further research on the issue and report back to the Commission for further discussion.
- 13. Discussion and possible direction to staff regarding the 2008 – 2009 Library budget.**  
Laurito said that the Town is in the process of setting up next year's budget; he will be submitting proposals for additional hours and perhaps an additional day. Laurito plans to submit proposals on what he feels the library should be doing and participating in growth; he should have some concrete information to share at the next meeting. There was also a brief discussion on the drafting of the brochure publicizing the library.
- 14. Call to the Public for Items not on the Agenda**  
There was no public input.
- 15. Discussion and consideration of the Director/Staff Report.**  
Director Laurito reviewed and discussed with the Commission highlights of his written report; one of the new programs involving music and the teenage group is proving quite successful.
- 16. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests:**  
It was agreed to return Agenda Items 8, 10 and 13, and possibly Item 7, for the next meeting.  
  
Pastine reported that an event is planned at the Artisans' Gallery for Saturday, from 2:00 to 5:00 p.m.; a reception for Amber Polo and her new book.  
  
Chatley said he noticed Library directional signs while going through the Town of Pine.
- 17. Adjournment**  
On a motion by Pastine, seconded by Sykes, the meeting was adjourned at 8:04 p.m.

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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 20<sup>th</sup> day of March 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

# Camp Verde Administrative Site Sale Parcel A - approx 118.69 ac

This map is for general information only. All locations and data shown hereon are approximate.

NORTH



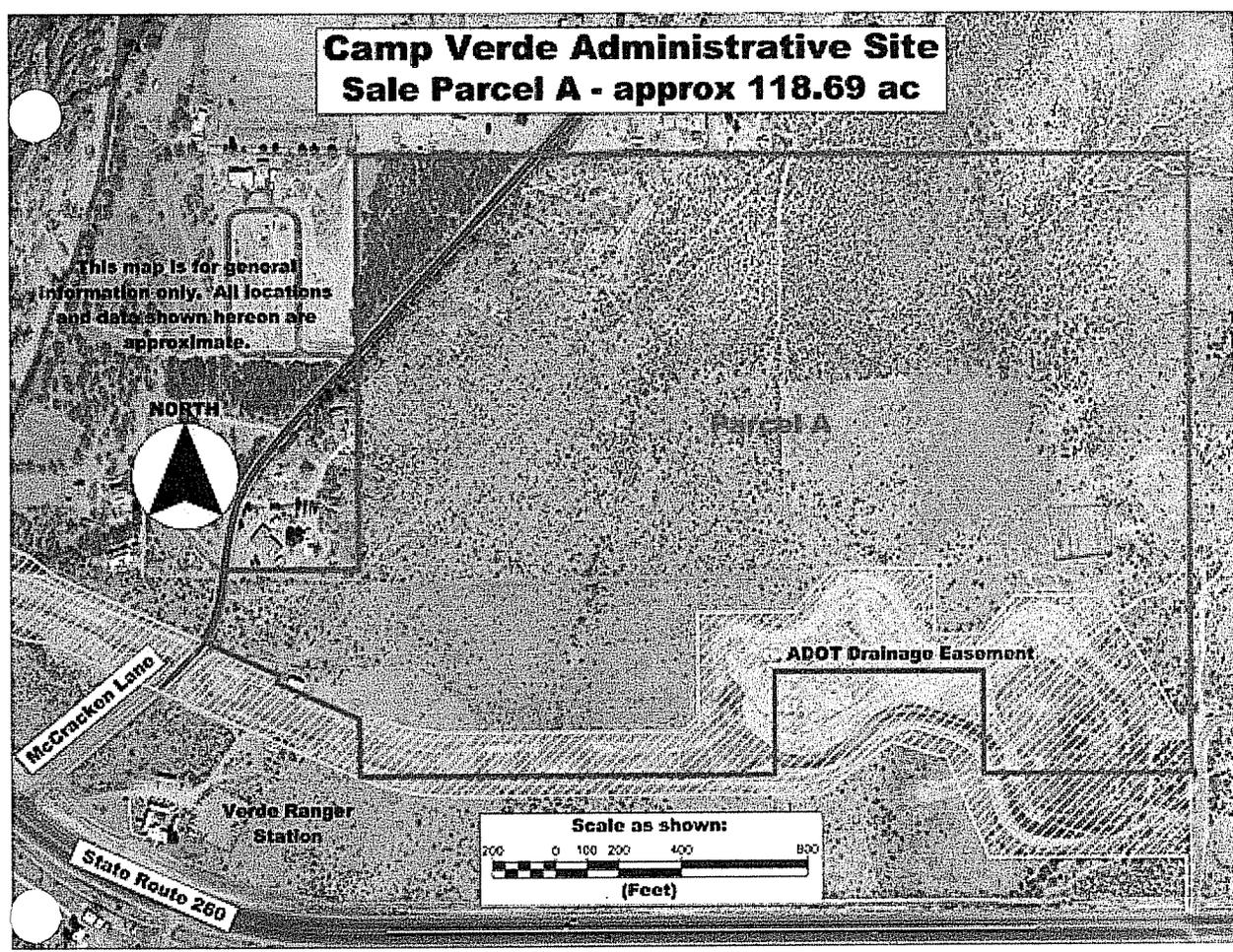
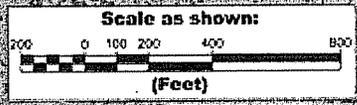
Parcel A

ADOT Drainage Easement

McCracken Lane

Verde Ranger Station

State Route 260



Library  
Fund 01-80-83

| Expenditures  | 2006/2007<br>ACTUAL | 2007/2008<br>BUDGET | REVISED             | ESTIMATED           | NEW<br>ACCOUNT<br>NUMBERS | NEW<br>ACCOUNT<br>TITLE      | 2008/2009             | 2008/2009              | 2008/2009           |
|---|---------------------|---------------------|---------------------|---------------------|---------------------------|------------------------------|-----------------------|------------------------|---------------------|
|   |                     |                     | 2007/2008<br>BUDGET | 2007/2008<br>ACTUAL |                           |                              | DEPARTMENT<br>REQUEST | MANAGER'S<br>RECOMMEND | COUNCIL<br>ADOPTION |
| <b>Salary Related Expenditures</b>                          |                     |                     |                     |                     |                           |                              |                       |                        |                     |
| 6000 Salaries   | 186,545             | 197,943             | 177,121             |                     | 6000                      | Salaries                     | 210,700               |                        |                     |
| 6001 Overtime   | 215                 | 500                 | 500                 |                     | 6001                      | Overtime                     | 500                   |                        |                     |
| 7014 FICA   | 11,525              | 12,303              | 11,013              |                     | 6010                      | FICA                         | 13,094                |                        |                     |
| 7013 Medicare   | 2,695               | 2,877               | 2,576               |                     | 6011                      | Medicare                     | 3,062                 |                        |                     |
| 7015 Retirement   | 16,358              | 18,259              | 17,052              |                     | 6012                      | Retirement                   | 19,958                |                        |                     |
| 7011 Unemployment Insurance                                 | 563                 | 689                 | 689                 |                     | 6013                      | Unemployment Insurance       | 492                   |                        |                     |
| 7012 Workman's Compensation                                 | 1,182               | 1,064               | 724                 |                     | 6014                      | Workmans Compensation        | 861                   |                        |                     |
| 6002 Health, Life & STD Insurance                           | 22,686              | 26,211              | 27,793              |                     | 6020                      | Health, Life & STD Insurance | 29,111                |                        |                     |
| 6003 Dental Insurance                                       | 1,266               | 1,630               | 679                 |                     | 6021                      | Dental Insurance             | 0                     |                        |                     |
| <b>Total Salary Expenditures</b>                            | <b>\$ 243,036</b>   | <b>\$ 261,477</b>   | <b>\$ 238,147</b>   | <b>\$ -</b>         |                           |                              | <b>\$ 277,779</b>     | <b>\$ -</b>            | <b>\$ -</b>         |
| <b>Operational Expenditures</b>                             |                     |                     |                     |                     |                           |                              |                       |                        |                     |
| 6009 Training   | 25                  | 600                 | 600                 |                     | 7010                      | Training                     | 600                   |                        |                     |
| 6010 Travel   | 230                 | 800                 | 800                 |                     | 7015                      | Travel                       | 1,300                 |                        |                     |
| 6040 Office Supplies  | 5,529               | 6,500               | 4,010               |                     | 7030                      | Office Supplies              | 7,500                 |                        |                     |
| 6011 Subscription/Memberships                               | 169                 | 350                 | 395                 |                     | 7035                      | Subscriptions/Memberships    | 350                   |                        |                     |
| 6042 Books/Tapes/Publications                               | 23,881              | 25,000              | 25,000              |                     | 7036                      | Books/Tapes/Publications*    | 45,000                |                        |                     |
| 6075 Advertising  | 385                 | 400                 | 427                 |                     | 7038                      | Advertising                  | 500                   |                        |                     |
| 6201 Computer Services/Software                             | 156                 | 1,000               | 1,135               |                     | 7040                      | Computer Services/Software   | 1,000                 |                        |                     |
| 6020 Fuel/Oil/Lube  | 231                 | 500                 | 500                 |                     | 7055                      | Fuel/Oil/Lube*               |                       |                        |                     |
| 6055 Electric   | 6,336               | 7,000               | 8,736               |                     | 7060                      | Electric                     | 7,500                 |                        |                     |
| 6056 Propane  | 2,243               | 3,000               | 751                 |                     | 7061                      | Gas/Propane                  | 3,000                 |                        |                     |
| 6057 Water  | 791                 | 750                 | 410                 |                     | 7062                      | Water                        | 800                   |                        |                     |
|   |                     |                     |                     |                     | 7063                      | Sewer                        |                       |                        |                     |
|   |                     |                     |                     |                     | 7064                      | Waste Removal                |                       |                        |                     |
|   |                     |                     |                     |                     | 7065                      | Telephone                    |                       |                        |                     |
|   |                     |                     |                     |                     | 7066                      | Pest Control                 |                       |                        |                     |
|   |                     |                     |                     |                     | 7110                      | Legal Services               | 2,775                 |                        |                     |
|   |                     |                     |                     |                     | 7120                      | Contract Labor/Services      | 6,000                 |                        |                     |
|   |                     |                     |                     |                     | 7300                      | Commission Expense           | 250                   |                        |                     |
|   |                     |                     |                     |                     | 7613                      | Volunteer Expenses           | 1,250                 |                        |                     |
|   |                     |                     |                     |                     | n/a                       |                              |                       |                        |                     |
|   |                     |                     |                     |                     |                           | Postage                      | 2,500                 |                        |                     |
|   |                     |                     |                     |                     |                           | Library Programs             | 8,500                 |                        |                     |
|   |                     |                     |                     |                     |                           | Library Automation Program   | 13,500                |                        |                     |
|   |                     |                     |                     |                     |                           | Library Database Access      | 4,000                 |                        |                     |
|   |                     |                     |                     |                     |                           | Equipment Maintenance        | 500                   |                        |                     |
| 6094 Contractual Services                                   | 2,930               | 5,000               | 3,549               |                     |                           |                              |                       |                        |                     |
| 6066 Commissioner's Expense                                 | 10                  | 250                 | 100                 |                     |                           |                              |                       |                        |                     |
| 6004 Volunteer Expenses                                     | 817                 | 1,000               | 1,000               |                     |                           |                              |                       |                        |                     |
| 6026 Building Maintenance                                   | 1,008               | 500                 | 533                 |                     |                           |                              |                       |                        |                     |
| 6031 Equipment Maintenance                                  | 495                 | 500                 | 401                 |                     |                           |                              |                       |                        |                     |
| 6048 Materials/County Match                                 | 17,655              | 20,000              | 20,000              |                     |                           |                              |                       |                        |                     |
| 6052 Amigo/Aznet  | 2,379               | 4,000               | 2,430               |                     |                           |                              |                       |                        |                     |
| 6067 Library Programs                                       | 7,572               | 8,000               | 6,813               |                     |                           |                              |                       |                        |                     |
| 6080 Postage  | 1,702               | 2,000               | 1,756               |                     |                           |                              |                       |                        |                     |
| 9055 Donations  | 148                 | 200                 | 200                 |                     |                           |                              |                       |                        |                     |
| <b>Total Operational Expenditures</b>                       | <b>\$ 75,426</b>    | <b>\$ 88,150</b>    | <b>\$ 80,050</b>    | <b>\$ -</b>         |                           |                              | <b>\$ 106,825</b>     | <b>\$ -</b>            | <b>\$ -</b>         |
| <b>Equipment/Capital Expenditures</b>                       |                     |                     |                     |                     |                           |                              |                       |                        |                     |
| 8001 Equipment/Furniture                                    | 2,592               | 2,000               | 2,000               |                     | 8000                      | Office Equipment/Furniture   | 2,000                 |                        |                     |
| 6032 Copier Maintenance Contract                            | 557                 | 700                 | 33                  |                     | 8020                      | Equipment Lease              | 2,000                 |                        |                     |
| 8004 Dynix  | 8,675               | 13,500              | 9,353               |                     |                           |                              |                       |                        |                     |
| <b>Total Equipment/Capital Expenditures</b>                 | <b>\$ 11,824</b>    | <b>\$ 16,200</b>    | <b>\$ 11,386</b>    | <b>\$ -</b>         |                           |                              | <b>\$ 4,000</b>       | <b>\$ -</b>            | <b>\$ -</b>         |
| <b>Total Expenditures</b>                                   | <b>\$ 330,286</b>   | <b>\$ 365,827</b>   | <b>\$ 329,583</b>   | <b>\$ -</b>         |                           |                              | <b>\$ 388,604</b>     | <b>\$ -</b>            | <b>\$ -</b>         |
| <b>Revenues</b>   |                     |                     |                     |                     |                           |                              |                       |                        |                     |
| <b>Library Revenues</b>                                     |                     |                     |                     |                     |                           |                              |                       |                        |                     |
| 40-4120 Library Donations                                   | 8,727               | 6,000               | 11,000              |                     |                           | Library Donations            |                       |                        |                     |
| 43-4500 Library District                                    | 58,214              | 58,000              | 61,000              |                     |                           | Library District             |                       |                        |                     |
| 43-4600 50% Library Match                                   | 15,000              | 15,000              | 15,000              |                     |                           | 50% Library Match*           |                       |                        |                     |
| 43-4800 Library Computer Equipment                          | 0                   | 0                   | 0                   |                     |                           | Library Computer Equipment   |                       |                        |                     |
| <b>Total Departmental Revenues</b>                          | <b>\$ 81,941</b>    | <b>\$ 79,000</b>    | <b>\$ 87,000</b>    | <b>\$ -</b>         |                           |                              | <b>\$ -</b>           | <b>\$ -</b>            | <b>\$ -</b>         |
| Net Subsidy From/<Contribution To> General Purpose Revenues | <b>\$ 248,345</b>   | <b>\$ 286,827</b>   | <b>\$ 242,583</b>   | <b>\$ -</b>         |                           |                              | <b>\$ 388,604</b>     | <b>\$ -</b>            | <b>\$ -</b>         |

**Salaries Include:**  
 Librarian Director  
 Librarian (2) - one @ 60 hours/pay period  
 Childrens Librarian  
 Librarian Assistant - 60 hours/pay period  
 Librarian Assistant Part Time  
 PT Children's Library Assistant  
 Special Program Instructors (2)

# The Camp Verde Community Library 2008 / 2009 Budget Proposal

## Goals for 2008 / 2009

We would like to provide more hours of library service to the people of Camp Verde. We propose opening on Mondays and Fridays from 8AM to 5PM, Tuesdays and Thursdays from 8AM to 7PM, Wednesdays 8AM to 6PM, and Saturdays 8AM to 4PM. This increases our hours of service from 44.5 to 58. We will be open a ½ hour earlier every day 1 hour and an half later on Thursdays 2 hours on Saturdays and we will be open on Mondays for 9 hours. Mondays are a new day for us and gives us a 6-day week. Based on our experience with the good folks of Camp Verde, we felt that the extra half hour in the mornings would be of more benefit than hours later in the day. We will be open on Tuesdays & Thursdays until 7PM to accommodate people coming home from work. If the demand presents itself for more evening hours we can add hours in the future.

To do this, an additional ½ time clerical position and an additional 10 hours for the person who currently works the desk to adequately cover these new hours. We would also suggest an additional courier trip per week at \$15.50 per round trip about \$800

One of the stated goals in our 5 year plan is "The Camp Verde Community Library will address citizens' need for information related to services provided by community, county, state, and national agencies and organizations." We would use staff & volunteer time to gather information on various services available to our patrons and we could compile them into a binder and perhaps put fliers on a bulletin board. We would purchase a new external bulletin board to accommodate the flyers we would get from various service agencies in our area.

## Budget Explanations

This is an explanation and justification of various lines and line increases of our 2008 / 2009 budget. I propose increasing the salary line to cover a new ½ time clerical position and an additional 10 hours for Alice Gottschalk (our Circulation Clerk) to cover the increase in our hours of operation proposed above. We may need to increase the benefit line items to cover the new employee and additional hours we are asking for. The travel line is increasing from \$800 to \$1300. This reflects the elimination of our "Fuel / Oil / Lube" line in last year's budget. The \$500 in that account should be added to the Travel line in this year's budget. The Office Supply Line is increasing from \$6,500 \$7,500 to cover the expenses of a new postage meter and to cover the cost of a new bulletin board to provide community referral information to our patrons. The Book/Tape/Publications line is now a combined total of what use to be the Book/Tape/Publications (\$25,000) line and the Materials County Match line (\$20,000). Utilities line items were increased to reflect increases

in the cost of these services. Legal Services is a new line in our budget this year and I am asking for 15 hours of legal services at \$185 per hour. The "Contract Labor / Services line covers the courier service that allows us to borrow books from other Yavapai County Libraries and a collection agency we use to collect recover overdue library items and excessive library fines. The increase in this line is due to our proposed expansion of library hours and the need for an additional delivery per week (\$15.50 per wk X 52 weeks about \$800). I have asked for a modest increase in the Volunteer line so that we can do more to show our appreciation for those who give us their time. I am asking for an extra \$1000 in our Library Programs to build on the momentum we have with our teenage users. Finally, We will be leasing a postage meter from Pitney Bowes at \$53 per month and we will need to acquire a new photocopier for public use. We are looking at either purchase lease or a blanket lease with other library departments.

# Library Director's Report

## March 2008

### Statistical Report

March's circulation statistics are as follows.

A total of 5860 items were circulated including 84 audio books, 104 kid's videos and 236 adult videos.

199.5 work hours were volunteered

The March catalog usage statistics were as follows

6761 searches were performed.

980 patrons logged into the system,

placed 1057 holds

renewed 374 items.

1 person updated his or her own records.

Beaver Creek statistics were as follows

14 searches

3 holds were placed

no items were renewed.

In March 278 people visited the branch.

1 new cards was issued

1 ILL was processed.

### Physical Changes to the Current Library / New Library Developments

There were no major problems with the building this month.

The town acquired some padded office chairs. We have replaced 10 chairs in the library that were falling apart.

There were no major developments in our quest for a new building. I don't expect anything to happen until we finish the budget process for fiscal 2008 – 2009.

### Books Videos, Computer Updates

In March we added 184 items to the collection including. The new book list is now available on our website at [www.cvaz.org/library](http://www.cvaz.org/library) Click on the "New Books List" link on our home page. We still have paper copies available here at the library.

Our computerized management system for our public access computers is working well. We have most of the kinks worked out of the system and the patrons are getting use to it.

Some of our patrons have had trouble accessing Rosetta Stone, which we get through the State Library. I have the network Systems Administrator working on the problem.

### Programs & Activities

In March, we hosted 3 adult programs, 7 children's programs, 1 program for all ages, 4 programs for teens and 4 school visits. We had a total of 111 adults 41 teens and 228 children at our programs. We had about 23.5 volunteer hours donated in this department last month.

## **Funding & Fund Raising**

The Library Endowment Group is just about ready for another Denim & Lace Dinner / Auction set for April 5<sup>th</sup> 5:00 to 10:00 PM at the Lodge at Cliff Castle.

We had another 3 day books sale on March 13, 14, & 15. We made about \$1,000. We are recruiting volunteers to help us run future sales

I have been preparing the library's 2008 / 2009 budget. We would like to add more hours of service and start a database or information bank about various services available to our patrons.

The Basha's "Thanks A Million Program" is running again. The number is 23066. Please link it to your "Thank You" card and the Endowment gets a percentage of your shopping dollars.

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.

We decide to put off the "New to You" sale until the Fall.

## **Publicity**

In March, publicity was still about our programming. The 10-week program for teens about music is doing very well.

We got the work out about our last book sale. The publicity was very successful because we received a ton of donations and the sale was very successful

We are working on publicity for National Library Week coming up in April.

The Library Endowment is gearing up for the 8<sup>th</sup> annual Denim & Lace Diner / Auction and we will be promoting that event selling to.

## **Meetings Attended**

Met with Barbara Kile and Bob Kuker on March 6 and 13 to talk about the future of the Beaver Creek Branch Library

Met with the county library managers to discuss network issues and concerns on March 28 in Prescott

## **Miscellaneous Items**

We are in negotiations with the new owner of the building that houses our Beaver Creek Branch about the rent.

We have permission of the Postmaster to have on site mail delivery and pickup. We are in the process of acquiring a postage meter to put postage on our outgoing mail.

| Page 3 of 4 |                     | YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATISTICS |      |       |             |       |      |      |        |            |          |      |              | Mar-08 |               |         |      |
|-------------|---------------------|---|------|-------|-------------|-------|------|------|--------|------------|----------|------|--------------|--------|---------------|---------|------|
| VER         | BOOKS AND MAGAZINES |   |      |       | AUDIOVISUAL |       |      |      | *OTHER | TOTAL CIRC | PROGRAMS |      |              |        | TOTAL ATTEND. |         |      |
|             | ADULT               | YU  | JUV  | EXCH. | AUDIO       | VIDEO | ADT  | CD   |        |            | # ADULT  | # YA | # JUV (0-14) | PROG   |               | ATTEND. | PROG |
| MONTH       | 2360                | 163   | 940  |       | JUV         | ADT   | JUV  | ADT  |        | 5473       | 3        | 17   | 5            | 185    | 210           |         |      |
| July        |                     |   |      |       | 90          | 123   | 226  | 7    | 1564   |            |          |      |              |        |               |         |      |
| August      | 2193                | 94  | 996  |       | 75          | 106   | 192  | 3    | 1905   | 5564       | 2        | 12   | 6            | 112    | 132           |         |      |
| September   | 2238                | 91  | 969  |       | 43          | 127   | 203  | 1    | 1591   | 5263       | 2        | 12   | 6            | 137    | 149           |         |      |
| October     | 2186                | 108   | 928  |       | 100         | 118   | 220  | 2    | 1875   | 5537       | 4        | 30   | 13           | 245    | 292           |         |      |
| November    | 2146                | 106   | 883  |       | 58          | 123   | 221  | 2    | 1952   | 5491       | 3        | 21   | 11           | 184    | 205           |         |      |
| December    | 2006                | 60  | 533  |       | 53          | 74    | 276  | 2    | 1895   | 4899       | 3        | 26   | 8            | 116    | 153           |         |      |
| January     | 2706                | 114   | 1145 |       | 71          | 155   | 340  | 7    | 2486   | 7024       | 4        | 37   | 8            | 126    | 163           |         |      |
| February    | 2332                | 76  | 1081 |       | 51          | 124   | 222  | 15   | 2340   | 6241       | 5        | 34   | 3            | 33     | 200           | 267     |      |
| March       | 2277                | 100   | 1024 |       | 84          | 104   | 236  | 0    | 2035   | 5860       | 3        | 27   | 4            | 41     | 228           | 296     |      |
| April       |                     |   |      |       |             |       |      |      |        | 0          |          |      |              |        | 0             |         |      |
| May         |                     |   |      |       |             |       |      |      |        | 0          |          |      |              |        | 0             |         |      |
| June        |                     |   |      |       |             |       |      |      |        | 0          |          |      |              |        | 0             |         |      |
| YTD         | 20444               | 912   | 8499 | 0     | 0           | 625   | 1054 | 2136 | 39     | 17643      | 51352    | 29   | 216          | 74     | 80            | 1533    | 1867 |

\*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 COMPLETED | NO. OF REQUESTS INCOMPLETE 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 |
| July      | 115                       | 115  |                                     |                                   | 882                 | 3                             | 1073                       | 23              | 300.25                    |
| August    | 75                        | 75   |                                     |                                   | 1155                | 6                             | 1125                       | 14              | 543.25                    |
| September | 104                       | 104  |                                     |                                   | 975                 | 5                             | 1120                       | 17              | 397.75                    |
| October   | 112                       | 112  |                                     |                                   | 1245                | 4                             | 1065                       | 25              | 344                       |
| November  | 89                        | 89   |                                     |                                   | 1197                | 3                             | 1033                       | 25              | 206.5                     |
| December  | 94                        | 94   |                                     |                                   | 1140                | 7                             | 929                        | 6               | 167                       |
| January   | 95                        | 95   |                                     |                                   | 1530                | 9                             | 1134                       | 15              | 207.5                     |
| February  | 99                        | 99   |                                     |                                   | 1470                | 10                            | 1148                       | 11              | 207.75                    |
| March     | 96                        | 96   |                                     |                                   | 1310                | 9                             | 1151                       | 23              | 199.5                     |
| April     |                           |  |                                     |                                   |                     |                               |                            |                 |                           |
| May       |                           |  |                                     |                                   |                     |                               |                            |                 |                           |
| June      |                           |  |                                     |                                   |                     |                               |                            |                 |                           |
| YTD       | 879                       | 879  | 0                                   | 0                                 | 10904               | 56                            | 9778                       | 159             | 2573.5                    |

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:                   |         |      |      | Mar-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   |         |      |      |               |       |                    |                              | 0           |
| Adult romance coll                                     | 91      |      |      |               |       |                    |                              | 91          |
| Adult Fic  | 716     |      |      | 77            | 202   |                    |                              | 995         |
| Adult Mystery  | 446     |      |      |               |       |                    |                              | 446         |
| Adult SciFi  | 20      |      |      |               |       |                    |                              | 20          |
| Adult Western  | 118     |      |      |               |       |                    |                              | 118         |
| Adult NonFic   | 528     |      |      | 7             | 34    |                    |                              | 569         |
| Adult Biography  | 22      |      |      |               |       |                    |                              | 22          |
| Adult LP Fic   | 96      |      |      |               |       |                    |                              | 96          |
| Adult LP Bio   |         |      |      |               |       |                    |                              | 0           |
| Adult LP Mystery                                       | 79      |      |      |               |       |                    |                              | 79          |
| Adult LP NonFic  | 2       |      |      |               |       |                    |                              | 2           |
| Adult LP Western                                       | 86      |      |      |               |       |                    |                              | 86          |
| Adult SW Fic   | 2       |      |      |               |       |                    |                              | 2           |
| Adult SW Oversize                                      |         |      |      |               |       |                    |                              | 0           |
| Adult SW NonFic  | 71      |      |      |               |       |                    |                              | 71          |
| Adult SW REF   |         |      |      |               |       |                    |                              | 0           |
| Adult NR Bio   |         |      |      |               |       |                    |                              | 0           |
| Adult NR Fic   |         |      |      |               |       |                    |                              | 0           |
| Adult NR NonFic  |         |      |      |               |       |                    |                              | 0           |
| Adult Spanish non                                      |         |      |      |               |       |                    |                              | 0           |
| E Span. Fic  |         |      | 10   |               |       |                    |                              | 10          |
| E Span. NonFic   |         |      | 3    |               |       |                    |                              | 3           |
| E Biography  |         |      | 7    |               |       |                    |                              | 7           |
| E Fic  |         |      | 451  |               |       |                    |                              | 451         |
| E NonFic   |         |      | 63   |               |       |                    |                              | 63          |
| E SW Fic   |         |      |      |               |       |                    |                              | 0           |
| E SW NonFic  |         |      |      |               |       |                    |                              | 0           |
| J Spanish Fic  |         |      |      |               |       |                    |                              | 0           |
| J Spanish NonFic                                       |         |      | 1    |               |       |                    |                              | 1           |
| J Biography  |         |      | 8    |               |       |                    |                              | 8           |
| J Fic  |         |      | 156  |               | 71    |                    |                              | 227         |
| J LP Fic   |         |      |      |               |       |                    |                              | 0           |
| J NonFic   |         |      | 314  |               | 33    |                    |                              | 347         |
|  |         |      |      |               |       |                    |                              | 0           |
| <b>Sub-Total</b>                                       | 2277    | 0    | 1013 | 84            | 340   | 0                  |                              | <b>3714</b> |
| <b>Camp Verde Dynix Circulation Report: Month/Year</b> |         |      |      | <b>Mar-08</b> |       | <b>Page 2 of 4</b> |                              |             |
|  |         |      |      |               |       |                    | <b>Circulation Sub-Total</b> | <b>3714</b> |



| A  | B  | C          | D       | E        | F                          |
|----|--|------------|---------|----------|----------------------------|
| 1  | March 2008 Program Statistics              |            |         |          |                            |
| 2  | DATE                                       | # Children | # Teens | # Adults | Volunteer Hours            |
| 3  | 3/1/2008 Sunclasses -Teens                 | 0          | 13      | 2        | Barbara Hughes             |
| 4  | 3/4/2008 Scrapbooking for Adults           | 0          | 0       | 12       | Sara Malanca               |
| 5  | 3/5/2008 Children's Program                | 26         | 0       | 10       | Sign language              |
| 6  | 3/5/2008 School Visit                      | 27         | 0       | 3        | Carolyn, Teacher           |
| 7  | 3/6/2008 Children's Program                | 5          | 0       | 3        | Music with David           |
| 8  | 3/8/2008 Music Appreciation Class          | 0          | 0       | 3        | David                      |
| 9  | 3/8/2008 Sunclasses -Teens                 | 1          | 11      | 1        | Barbara Hughes             |
| 10 | 3/12/2008 Sticks and Tones                 | 16         | 0       | 12       |                            |
| 11 | 3/12/2008 School Visit                     | 19         | 0       | 2        | Rolene, Teacher            |
| 12 | 3/13/2008 Music for Tots                   | 7          | 0       | 5        | Kelly Cole                 |
| 13 | 3/15/2008 Scrapbooking for all             | 4          | 0       | 5        |                            |
| 14 | 3/15/2008 Sunclasses -Teens                | 1          | 10      | 2        | Barbara Hughes             |
| 15 | 3/18/2008 Scrapbooking for Adults          | 0          | 0       | 12       | open                       |
| 16 | 3/19/2008 Easter Craft -Children's Program | 30         | 0       | 15       | KL                         |
| 17 | 3/20/2008 Daisy Bunny                      | 21         | 0       | 10       | Daisy Bunny - Jan Sandwich |
| 18 | 3/26/2008 Children's Program               | 10         | 0       |          | Sign Language              |
| 19 | 3/26/2008 School Visit                     | 25         | 0       | 2        | Carolyn                    |
| 20 | 3/27/2008 Children's Program               | 4          | 0       | 6        | David                      |
| 21 | 3/27/2008 School Visit                     | 30         | 0       | 2        | Rolene                     |
| 22 | 3/29/2008 Sunclasses -Teens                | 1          | 7       | 4        | Barbara Hughes             |
| 23 | PROGRAM TOTALS                             | 228        | 41      | 111      |                            |
| 24 | Reference Questions                        | 26         |         |          |                            |
| 25 | Total                                      | 23 1/2     |         |          |                            |