

AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, May 15, 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 – April 17, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – June 19, 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. **Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request For Proposals. (Copies of the Drachman Report are available at the Library and online at www.cvaz.org/townhall/Housing/)**
7. **Discussion and possible recommendation to council regarding a fundraising golf tournament.**
8. **Discussion and possible recommendation to council on any legal or financial issues regarding the construction of the new library building.**

9. **Discussion and possible recommendation to council on advertising for fundraising for the new library building. The discussion will include the financing of the advertising.**
10. **Report on and discussion of the latest activities of the Concerned Citizens for Camp Verde Library (CCCVL)**
11. **Discussion and possible approval to list Library Advisory Commission in the CCCVL brochure as being among the groups that are contributing to the construction of a new library.**
12. **Call to the Public for Items not on the Agenda**

There will be no Public input on the following items:

13. 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.

14. 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.

15. Adjournment

Posted by: Valerie Foster

Date/Time: 5/8/08 9:30am

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, April 17, 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, Pastine and Sykes were present; Chatley arrived at 6:43 p.m.; Doering was absent.

Also Present:

Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Pastine.

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.

On a motion by Pastine, seconded by Nielson, 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. 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.

There was no action taken.

The discussion opened with the suggestion that the idea of locating the new library building on the 118-acre site be dropped at this time in favor of the downtown site. Among the main objections to the proposed park site were the distance of the borders from the highway and the drop in the topography that would limit the visibility of a building. There was also concern about the time that will be involved in the planning process alone. The members also discussed the advantages of both the current site and the downtown site, with the reminder that the Council has voted in favor of the current site. There was also some criticism of the Council not being able to make a final decision to get with the Library Commission and move forward. There was a recommendation that the fundraising efforts should proceed based on locating the library on the current site, and not necessarily commit to the new park site at this time. Member Sykes requested arranging a tour of the three sites for a firsthand look for those not familiar with the area. The members discussed the business that the Town will lose by using the downtown site; Amber Polo spoke from the audience asking if any decision had been made at the Council meeting last night regarding the Rio Verde Plaza; after discussion it was decided that no member had an answer to her question.

The discussion returned to working on locating the library on the current site, but to keep the option open as to the new park site; the Commission can make its decision later. **Linda Harkness** joined in the discussion describing the access points at the park site that would require a paved road, plus there is no sewer and water; she also agreed with the Commission on keeping the attention focused on the current site while waiting to see the result of the planning on the park site.

It was decided that Nielson, Mina and Sykes will go out and tour the area to acquaint Sykes with the library sites discussed.

- 7. Discussion of "green" building sources, technology and funding.**
On a motion by Sykes, seconded by Heuman, the Commission voted unanimously to continue this item to the next meeting.

- 8. Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of March 12, 2008.**
Library Director Laurito explained that the item had been included to give everyone the opportunity to make further comments on the subject Work Session. Mina spoke briefly on the issue of questions about the 501(c)(3); it was noted that Doering had some questions but he was not present tonight. There was some discussion of questions about a non-profit status and the requirements of the procurement laws; Mina said she is trying to get clarification from the attorneys.

It was decided to return this general subject to the agenda, with Mina and Laurito to make changes to the wording.

- 9. Discussion and possible direction to staff regarding the 2008 – 2009 Library budget.**
Laurito referred to the tentative budget print-out he had included in the agenda; he reported that he was working on the Commission's request for a book drop. As well as a request for some additional equipment, Laurito noted that he was requesting an additional staff person for keeping the Library open on Mondays and extra hours during the week; he will be meeting with the Town Manager next Monday to discuss the proposed budget.

- 10. Call to the Public for Items not on the Agenda**
There was no public input.

- 11. Discussion and consideration of the Director/Staff Report.**
Laurito reviewed highlights of his written report and recent activities, including the success of the Denim & Lace fundraiser that brought in approximately \$13,000; he reported that the Beaver Creek branch library will have to start paying rent for the building there, and outlined plans to form a group to solicit help from the residents in that area in order to keep the facility open. Suggestions were made for other funding possibilities that included contacting the Kiwanis and Mason clubs and perhaps organizing an annual golf tournament. There was also a request that Laurito look into funding for Nielson to purchase three signs to help advertise fund-raising efforts.

- 12. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests:**
Mina suggested an agenda item for the next meeting to discuss a fund-raising golf tournament.

Laurito said that the Housing Commission will be coming to the Library Commission regarding their plans for the 5-acre parcel; an agenda item will be included for that presentation.

Item 8 will be returned to the agenda, with the wording revised; more information will be gathered in the interim.

13. Adjournment

On a motion by Mina, seconded by Heuman, the meeting was adjourned at 7:36 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 17th day of April 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

April 2008

Statistical Report

April's circulation statistics are as follows.

A total of 6036 items were circulated including 66 audio books, 123 kid's videos and 233 adult videos.

234.5 work hours were volunteered

The April catalog usage statistics were as follows

7416 searches were performed.

908 patrons logged into the system,

Placed 893 holds

Renewed 432 items.

3 people updated his or her own records.

Beaver Creek statistics were as follows

5 searches

1 hold was placed

no items were renewed.

In April 286 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 council has directed staff to start looking for money for the building project. I don't expect anything to happen with this direction until we finish the budget process for fiscal 2008 – 2009.

Books Videos, Computer Updates

In April we added 297 items to the collection including 5 audio books. The new book list is now available on our website at 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.

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. We have also become aware of a problem MAC users may have accessing our catalog. Please let us know about any of these problems & we will help people get connected.

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 made about \$13,000 from the Denim & Lace Dinner / Auction held on April 5th 5:00 to 10:00 PM at the Lodge at Cliff Castle.

I have submitted 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. At this point in time, these proposals are still alive.

The Basha's "Thanks A Million Program" is finished for another year. According to the Basha's website, the Endowment should get about \$800 from the program this year. The number is 23066. Please link it to your "Thank You" card and the Endowment gets a percentage of your shopping dollars. I will let you know when the program starts again.

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 March, publicity was still about our programming. The 10-week program for teens about music finished up and we are letting the group prepare for their CD production in a few weeks.

We got the word out about our next book sale on May 1st. We also wanted to inform the public that this would be a monthly occurrence.

Publicity for National Library Week went well and the week was very successful.

The Library Endowment held their 8th annual Denim & Lace Diner / Auction and it to was a great success.

Meetings Attended

Met with Barbara Kile and Bob Kuker on April 17 to talk about the future of the Beaver Creek Branch Library. Rent will be charged and we will be going to the Beaver Creek residents to raise money to support this.

Met with the county public library managers on April 9th to discuss a proposed formula that the county would use to distribute the county library tax. What we saw looked good and we made some suggested changes. I am looking forward to the next draft.

On April 10th, Jan Alice & I attended a demonstration of the new Symphony integrated library system from Sirsi Dynix. Everyone liked what they saw and wonder if the company could deliver.

On April 11th, the network management committee met to discuss the previous days event and a proposed formula to determine what we all pay into the network

Miscellaneous Items

We are drafting a lease agreement with the new owner if the building that houses our Beaver Creek Branch.

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 STATIST | | | | | | | | | | Apr-08 | | | | | | |
|-------------|---------------------|--|------|-------|-----|--------------|-------|------|--------|------------|----------|--------|--------------|---------------|---------------|---------------|---------------|------|
| VER | BOOKS AND MAGAZINES | | | | | AUDIO/VISUAL | | | | | PROGRAMS | | | | | TOTAL ATTEND. | | |
| | ADULT | YA | JUV | EXCH. | *PB | AUDIO | VIDEO | CD | *OTHER | TOTAL CIRC | # ADULT | # YA | # JUV (0-14) | PROG. ATTEND. | PROG. ATTEND. | | PROG. ATTEND. | |
| MONTH | ADULT | YA | JUV | EXCH. | *PB | JUV | ADT | JUV | ADT | JUV | ADT | JUV | ADT | JUV | ADT | JUV | ADT | |
| July | 2360 | 163 | 940 | | | 90 | 123 | 226 | 7 | 1564 | | | | 3 | 17 | 5 | 185 | 210 |
| August | 2193 | 94 | 996 | | | 75 | 106 | 192 | 3 | 1905 | | | | 2 | 12 | 6 | 112 | 132 |
| September | 2238 | 91 | 969 | | | 43 | 127 | 203 | 1 | 1591 | | | | 2 | 12 | 6 | 137 | 149 |
| October | 2186 | 108 | 928 | | | 100 | 118 | 220 | 2 | 1875 | | | | 4 | 30 | 13 | 245 | 292 |
| November | 2146 | 106 | 883 | | | 58 | 123 | 221 | 2 | 1952 | | | | 3 | 21 | 11 | 184 | 205 |
| December | 2006 | 60 | 533 | | | 53 | 74 | 276 | 2 | 1895 | | | | 3 | 26 | 8 | 116 | 153 |
| January | 2706 | 114 | 1145 | | | 71 | 155 | 340 | 7 | 2486 | | | | 4 | 37 | 8 | 126 | 163 |
| February | 2332 | 76 | 1081 | | | 51 | 124 | 222 | 15 | 2340 | | | | 5 | 34 | 12 | 200 | 267 |
| March | 2277 | 100 | 1024 | | | 84 | 104 | 236 | 0 | 2035 | | | | 3 | 27 | 4 | 228 | 296 |
| April | 2188 | 120 | 1160 | | | 66 | 123 | 233 | 1 | 2145 | | | | 3 | 38 | 12 | 180 | 248 |
| May | | | | | | | | | | | | | | | | | | 0 |
| June | | | | | | | | | | | | | | | | | | 0 |
| YTD | 22632 | 1032 | 9659 | 0 | 0 | 691 | 1177 | 2369 | 40 | 19788 | 57388 | 32 | 254 | 11 | 104 | 92 | 1713 | 2115 |

*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 | | REFERENCE | | HITS AGAINST ELECTRONIC RESOURCES | | INTERLIBRARY LOAN | | VOLUNTEER HOURS | | |
|-----------|-----------------|-----------------|--|-------------------------------------|-----------------------------------|---------------------|-------------------------------|--------------------------------------|-----------------|-----|--------|
| | COMPLETED | NO. OF REQUESTS | INCOMPLETE REQUESTS SENT TO OTHER LIBS. OR LIB. DISTRICT | ANSWERS PROVIDED TO OTHER LIBRARIES | ***LOCAL RESOURCES | ***REMOTE RESOURCES | BORROWED FROM ARIZ. LIBRARIES | BORROWED FROM OUT OF STATE 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 | 72 | 72 | | | | | 1335 | 2 | 1233 | 15 | 234.5 |
| May | | | | | | | | | | | |
| June | | | | | | | | | | | |
| YTD | 951 | 951 | 0 | 0 | 0 | 0 | 12239 | 58 | 11011 | 174 | 2808 |

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: | | | Apr-08 | | | Page 1 of 4 | | |
|--|---------|------|--------|-------|------------------------------|--------------------|-------|-------------|
| | Adult # | YA # | J# | Audio | Video | CD | Other | TOTAL CIRC |
| Maps | | | | | | | | |
| Periodicals | | | | | | | | 0 |
| Puzzles | | | | | | | | 0 |
| Vertical File | | | | | | | | 0 |
| CDs | | | | | | 1 | | 1 |
| Adult REF | | | | | | | | 0 |
| New Books | | | | | | | | 0 |
| Oversize | 12 | | | | | | | 12 |
| Adult romance coll | 100 | | | | | | | 100 |
| Adult Fic | 774 | | | 59 | 208 | | | 1041 |
| Adult Mystery | 360 | | | | | | | 360 |
| Adult SciFi | 34 | | | | | | | 34 |
| Adult Western | 99 | | | | | | | 99 |
| Adult NonFic | 435 | | | 7 | 25 | | | 467 |
| Adult Biography | 14 | | | | | | | 14 |
| Adult LP Fic | 139 | | | | | | | 139 |
| Adult LP Bio | | | | | | | | 0 |
| Adult LP Mystery | 84 | | | | | | | 84 |
| Adult LP NonFic | 8 | | | | | | | 8 |
| Adult LP Western | 62 | | | | | | | 62 |
| Adult SW Fic | 3 | | | | | | | 3 |
| Adult SW Oversize | | | | | | | | 0 |
| Adult SW NonFic | 64 | | | | | | | 64 |
| Adult SW REF | | | | | | | | 0 |
| Adult NR Bio | | | | | | | | 0 |
| Adult NR Fic | | | | | | | | 0 |
| Adult NR NonFic | | | | | | | | 0 |
| Adult Spanish non | | | | | | | | 0 |
| E Span. Fic | | | 8 | | | | | 8 |
| E Span. NonFic | | | 3 | | | | | 3 |
| E Biography | | | 9 | | | | | 9 |
| E Fic | | | 527 | | | | | 527 |
| E NonFic | | | 87 | | | | | 87 |
| E SW Fic | | | 1 | | | | | 1 |
| E SW NonFic | | | 2 | | | | | 2 |
| J Spanish Fic | | | | | | | | 0 |
| J Spanish NonFic | | | | | | | | 0 |
| J Biography | | | 2 | | | | | 2 |
| J Fic | | | 175 | | 74 | | | 249 |
| J LP Fic | | | | | | | | 0 |
| J NonFic | | | 335 | | 49 | | | 384 |
| | | | | | | | | 0 |
| Sub-Total | 2188 | 0 | 1149 | 66 | 356 | 1 | | 3760 |
| Camp Verde Dynix Circulation Report: Month/Year | | | | | Apr-08 | Page 2 of 4 | | |
| | | | | | Circulation Sub-Total | 3760 | | |

| | Adult # | YA # | J# | Audio | Video | CD | Other | TOTAL CIRC |
|--------------------------|---------|-------|--------|-------|-------|----|--------------------------|-------------|
| J SW Fic | | | 10 | | | | | 10 |
| J SW NonFic | | | 1 | | | | | 1 |
| | | | | | | | | 0 |
| YA Biography | | 2 | | | | | | 2 |
| YA Fic | | 86 | | | | | | 86 |
| YA LP Fic | | | | | | | | 0 |
| YA Mystery | | | | | | | | 0 |
| YA NonFic | | 29 | | | | | | 29 |
| YA REF | | | | | | | | 0 |
| YA SciFi | | 3 | | | | | | 3 |
| YA Western | | | | | | | | 0 |
| Total Circulation | 2188 | 120 | 1160 | 66 | 356 | 1 | | 3891 |
| OTHER: | | | | | | | Other | |
| Maps | | | | | | | | |
| Periodicals | | | | | | | 296 | |
| Puzzles | | | | | | | | |
| Vertical file | | | | | | | | |
| PB Exchange | | | | | | | | |
| Phone Renewals | | | | | | | 102 | |
| Self Renewals | | | | | | | 336 | |
| Renewals | | | | | | | 74 | |
| Other Sub-Total | | | | | | | 808 | |
| | Dynix | In | Out of | | | | | |
| | Network | State | State | | | | | |
| | ILL's | ILL's | ILL's | | | | | |
| Borrow from: | 1328 | 7 | 2 | | | | 1337 | |
| | | | | | | | Other Sub-Total | 2145 |
| | | | | | | | TOTAL CIRCULATION | 6036 |
| Loan to: | 1203 | 30 | 15 | | | | | |
| | | | | | | | TOTAL | 6036 |

| | A | B | C | D | E | F |
|----|-----------|--------------------------------|------------|---------|---------|----------------|
| 1 | | April Program Statistics 2008 | | | | |
| 2 | DATE | DESCRIPTION OF PROGRAM | # Children | # Teens | #Adults | Misc. |
| 3 | 4/1/2008 | Scrapbooking for Adults | 0 | 0 | 13 | Karen Myers |
| 4 | 4/2/2008 | Children's Program | 18 | 0 | 9 | David |
| 5 | 4/2/2008 | School Visit | 24 | 0 | 2 | Stacy -Teacher |
| 6 | 4/5/2008 | Sunclasses -Teens | 1 | 10 | 2 | |
| 7 | 4/9/2008 | Children's Program | 14 | 0 | 10 | Sign language |
| 8 | 4/10/2008 | MUSIC FOR TOTS new Program | 8 | 0 | 6 | |
| 9 | 4/12/2008 | Sunclasses -Teens | 2 | 10 | 2 | |
| 10 | 4/15/2008 | A.H. School Visit | 7 | 0 | 1 | Mr. G |
| 11 | 4/15/2008 | Scrapbooking for Adults | 0 | 0 | 12 | |
| 12 | 4/16/2008 | Music with David | 20 | 0 | 10 | David |
| 13 | 4/19/2008 | Sunclasses -Teens | 1 | 10 | 2 | |
| 14 | 4/17/2008 | American Heritage School Visit | 10 | 0 | 1 | Mr. Gagnon |
| 15 | 4/17/2008 | School Visit | 24 | 0 | 2 | Rolene |
| 16 | 4/23/2008 | Children's Program | 17 | 0 | 10 | Sign Language |
| 17 | 4/23/2008 | School Visit | 24 | 0 | 2 | Carolyn |
| 18 | 4/24/2008 | Music with David | 1 | 0 | 2 | David |
| 19 | 4/26/2008 | Scrapbooking for All | 1 | 0 | 2 | Saturday |
| 20 | 4/26/2008 | Sunclasses -Teens | 1 | 10 | 5 | |
| 21 | 4/29/2008 | Scrapbooking for Adults | 0 | 0 | 13 | |
| 22 | 4/30/2008 | Rewards Program -Children | 7 | 0 | 5 | |
| 23 | | PROGRAM TOTALS | 180 | 40 | 111 | |
| 24 | | Reference Questions | 14 | | | |
| 25 | Total | Volunteer hours for the Month | 16 | | | |