

AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, July 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 – June, 19, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session –August 21, 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. **Report on and discussion of the latest activities of the Citizen's Committee for Camp Verde Library (CCCVL)**
7. **Discussion and possible recommendation to council regarding Major Donors to the new library.**
8. **Discussion and possible recommendation to council regarding a "Library Day" fundraiser involving local merchants.**
9. **Discussion and possible recommendation to council regarding a fundraising golf tournament or other golf related fundraising events.**
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: 7-9-08 11:50 am

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

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

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, June 19, 2008
6:30 P.M.**

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

1. Call to Order

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

2. Roll Call

Chairperson Mina, Vice Chairperson Heuman, Commissioners Nielson, and Sykes were present; Doering arrived at 6:31 p.m.; Commissioners Pastine and Chatley were absent.

Also Present:

Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Mina.

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 – May 15, 2008

b) Set Next Meeting, Date and Time:

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

On a motion by Sykes, seconded by Mina, the Consent Agenda was unanimously approved as presented.

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

Amber Polo announced that the Editor of The Bugle has asked her to write a blog on the newspaper website about the Library, and she will be looking for guest bloggers; details are being worked out.

6. Discussion and possible recommendation to council regarding the Quarterly report for the 2nd quarter of 2008

On a motion by Heuman, seconded by Doering, the Commission voted unanimously to recommend Council approval of the Quarterly Report for the 2nd quarter of 2008.

Chairperson Mina presented the Quarterly Report she had prepared for review by the members; after a brief discussion it was agreed that the document correctly reported the activities of the Commission during the subject quarter.

7. Discussion and possible recommendation to council regarding a fundraising golf tournament.

Director Laurito was directed to follow through with getting the final approval from the Council as soon as possible for the golf tournament.

Director Laurito commented that the formal recommendation to Council had been made at the May meeting; he has not yet presented the recommendation to Council for approval to proceed with arranging the golf tournament..

Commissioner Sykes reported that he has been working out the details with the Golf Pro at the B.C. Ranch Golf Course, and is ready to proceed with the final arrangements. Sykes added that Amber Polo has volunteered to help with getting donations from various people to be used as prizes during the tournament.

PUBLIC INPUT

Linda Harkness, from the Citizens Committee for the Camp Verde Library, said that her group had proposed handling the details of the proposed tournament, and the proceeds would then go directly toward the Library funds being collected by CCCVL for construction.

After further Commission discussion, it was decided that Director Laurito would obtain Council approval at the earliest opportunity, after which the Commission would request that CCCVL then spearhead the golf tournament, including the financial arrangements as proposed by Ms. Harkness, as well as the publicity and soliciting prizes.

8. Discussion and possible recommendation to council regarding Major Donors to the new library

Commissioner Nielson said that he and Commissioner Pastine have made considerable progress in contacting potential donors, including Steve Coury who is interested in being a participant; there are three potential major donors at this point in time. Nielson and Pastine will report further details at the July meeting.

The members discussed possible ways to recognize major donors, including adding permanent plaques at the new Library. Laurito also described a possible way to receive funding based on a commitment from local merchants to donate to the Library a certain percentage of their business proceeds on a particular day. It was suggested that Nielson and Pastine coordinate efforts to follow through with approaching the local businesses, including enlisting help from CCCV, and report back to the Commission on possible arrangements for a proposed "Library Day."

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.

It was determined that no recommendation to Council regarding advertising funding at this time. Doering suggested that creating public service announcements would be one way to advertise at no cost, and described how such announcements in front of a camera could be produced at very little expense.

11. Report on and discussion of the latest activities of the Concerned Citizens for Camp Verde Library (CCCVL)

Linda Harkness reported on getting the signs placed and covered by the local newspapers, and the sales of the bottled water, both at Basha's and on Saturdays at the Farmers Market. Among activities being planned are a Rummage Sale, possibly in September, and perhaps a monthly fund-raising dinner at Simply Gary's. The total funds currently held by CCCVL amount to approximately \$8,000. Also, at the Corn Festival on July 19th, Director Laurito has committed to having his head shaved if a certain amount of money is donated, for example, \$5,000.

12. Discussion and possible recommendation to council regarding the 2008 /2009 library budget

Director Laurito reviewed and discussed with the members the amounts set forth on the proposed Library Budget, including several revisions that had been made at the last Budget meeting. There was no action taken; the Town budget will be going to Council shortly for final approval.

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

There was no public input.

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

In addition to his written report, copies of which were provided in the agenda packets, Laurito reported on the successful Teen Music Program. The teens have produced a CD and are working on a video. Those can be purchased at the Library, with a portion of the funds to be earmarked for the Library. Laurito described other programs being planned. Laurito also gave an update on the Rosetta Stone system.

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

There were no Commission Informational Reports. Chairperson Mina requested an agenda item for a follow-up on the proposed Library Day along with the Major Donors issue, the work being done by Liaisons Nielson and Pastine on fundraising, and perhaps a discussion on the proposal for plaques to recognize donors.

Laurito advised the members that the questions raised to present to the Town Attorney have now been addressed and answers provided to the Council and the Town Manager; it is now a dead issue.

16. Adjournment

On a motion by Mina, seconded by Heuman, the meeting was adjourned at 7:43 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 19th day of June 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

June 2008

Statistical Report

June's circulation statistics are as follows.

A total of 5837 items were circulated including 70 audio books, 170 kid's videos and 215 adult videos.

380 work hours were volunteered

The June catalog usage statistics were as follows

10360 searches were performed.

947 patrons logged into the system,

Placed 903 holds

Renewed 403 items.

10 people updated their own records.

Beaver Creek statistics were as follows in June

73 searches

21 hold was placed

no items were renewed.

In June 278 people visited the branch.

no new cards was issued

2 ILLs were processed.

10 volunteer hours given

Physical Changes to the Current Library / New Library Developments

There was a problem with our electrical system on June 14th. It was an APS problem and we were only getting half the juice we needed to run the building. APS came to check things out and said that they would have to cut the power for a couple of hours. We decided for safety reasons to close an hour early. Full power was restored by the next Tuesday.

Books Videos, Computer Updates

In June we added 214 items to the collection including 2 audio books and 18 videos. 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.

Most of our staff computers have had anti-virus updates. 2 machines didn't have enough disc space for the update & are being cleaned out. They should be updated soon.

We are looking into purchasing items in electronic formats. We are looking at Playaways and Overdrive. As we get these formats, we will have information to explain them.

Programs & Activities

In June, we hosted 2 adult programs, 5 children's programs, 1 program for all ages. We had a total of 88 adults 15 teens and 130 children at our programs. We had about 149 volunteer hours donated in this department last month.

Funding & Fund Raising

We will continue talking with the Library Endowment Group about taking over the operation of our monthly book sale in September. We are operating the sale in the interim. In June we made about \$500.00 At the July sale we made about \$300.00

We now have a budget for 2008 / 09. We have enough money to operate at current service levels. No money was budgeted for new construction. In light of what is happening all around us, we did pretty well. The funds for our additional hours of service were put on hold until at least January.

The Basha's "Thanks A Million Program" is finished for another year. It should start up again some time in September. 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.

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

This month, publicity was still about our programming. The calendar of events continues to appear in the Bugle.

We continue to get the word out about our next book sale on every first Thursday of the month.

There was a fair amount of publicity for CCCVL's fundraising efforts and introducing them to the community

Meetings Attended

I met with Jeanetta Rodda from the Beaver Creek Regional Council about The Beaver Creek Branch and getting local buy in into the project.

I met with Maureen & Amber to prepare for fundraising.

I had 1 meeting with members of CCCLV to prepare for a fundraising campaign.

The Library Network managers met on the 19th to evaluate the progress of our systems upgrade project. We decided to continue to mover forward with Sirsi-Dynix.

Alice attended a weeklong institute for non-degreed library workers. She returned with a lot of information and energized to do more & better. This is a 3 year program that will result in her being a certified paraprofessional.

Jan & Alice attended a network circulation meeting on the 13th. These meetings are a source of discussion and information sharing.

Miscellaneous Items

We will be renting the present location of our Beaver Creek Branch on a month-to-month basis. The Beaver Creek Regional Council is helping us to find a cheaper location and to get local support for the branch.

We now have a postage meter and site delivery and pick up of our mail. We are now getting the word out to all that our PO Box address is no longer valid.

YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATIST														Jun-08		
VER	BOOKS AND MAGAZINES				AUDIO/ISUAL				TOTAL CIRC	PROGRAMS				TOTAL ATTEND.		
	ADULT	YA	JUV	*PB EXCH.	AUDIO ADT	VIDEO JUV	ADT	CD		*OTHER	# ADULT PROG. ATTEND.	# YA PROG. ATTEND.	# JUV (0-14) PROG. ATTEND.		PROG. ATTEND.	
MONTH	ADULT	YA	JUV	*PB EXCH.	AUDIO ADT	VIDEO JUV	ADT	CD	*OTHER	TOTAL CIRC	# ADULT PROG. ATTEND.	# YA PROG. ATTEND.	# JUV (0-14) PROG. ATTEND.	PROG. ATTEND.	TOTAL ATTEND.	
July	2360	163	940		90	123	226	7	1564	5473	3	17	5	185	210	
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	33	200	267	
March	2277	100	1024		84	104	236	0	2035	5860	3	27	41	228	296	
April	2188	120	1160		66	123	233	1	2145	6036	3	38	4	180	248	
May	2378	139	1074		80	141	219	4	2089	6124	3	25	2	209	251	
June	2161	146	1024		70	170	215	18	2033	5837	2	88	1	125	222	
YTD	27171	1317	11757	0	0	841	1488	2803	62	23910	37	367	14	130	2047	2588

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

*OTHER" means puzzles + all renewals + ILLs borrowed

**Periodicals and magazines, unless individually barcoded, will go under paperback exchange (PB EXCH.)

VER	REFERENCE		HITS AGAINST ELECTRONIC RESOURCES		BORROWED FROM ARIZ. LIBRARIES	INTERLIBRARY LOAN		VOLUNTEER HOURS	
	NO. OF REQUESTS COMPLETED	INCOMPLETE REQUESTS SENT TO OTHER LIBS. OR LIB. DISTRICT	***LOCAL RESOURCES	***REMOTE RESOURCES		BORROWED FROM OUT OF STATE	LOANED TO ARIZ LIBRARIES		LOANED OUT OF STATE
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	101	101			1252	7	1146	14	201
June	52	52			1255	11	1196	8	380
YTD	1104	1104	0	0	14746	76	13353	196	3389

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:				Jun-08			Page 1 of 4	
	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
Maps								
Periodicals								0
Puzzles								0
Vertical File								0
CDs						18		18
Adult REF								0
New Books								0
Oversize	16							16
Adult romance coll	87							87
Adult Fic	693			62	178			933
Adult Mystery	361							361
Adult SciFi	36							36
Adult Western	130							130
Adult NonFic	471			8	37			516
Adult Biography	13							13
Adult LP Fic	143							143
Adult LP Bio	2							2
Adult LP Mystery	84							84
Adult LP NonFic	7							7
Adult LP Western	69							69
Adult SW Fic	9							9
Adult SW Oversize								0
Adult SW NonFic	40							40
Adult SW REF								0
Adult NR Bio								0
Adult NR Fic								0
Adult NR NonFic								0
Adult Spanish non								0
E Span. Fic			18					18
E Span. NonFic			13					13
E Biography			4					4
E Fic			423					423
E NonFic			75					75
E SW Fic								0
E SW NonFic			2					2
J Spanish Fic								0
J Spanish NonFic								0
J Biography			3					3
J Fic			180		131			311
J LP Fic								0
J NonFic			300		39			339
								0
Sub-Total	2161	0	1018	70	385	18		3652
Camp Verde Dynix Circulation Report: Month/Year					Jun-08	Page 2 of 4		
					Circulation Sub-Total	3652		

	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
J SW Fic			5					5
J SW NonFic			1					1
								0
YA Biography								0
YA Fic		119						119
YA LP Fic		22						22
YA Mystery								0
YA NonFic								0
YA REF								0
YA SciFi		5						5
YA Western								0
Total Circulation	2161	146	1024	70	385	18		3804
OTHER:							Other	
Maps								
Periodicals							281	
Puzzles								
Vertical file								
PB Exchange								
Phone Renewals							80	
Self Renewals							322	
Renewals							84	
Other Sub-Total							767	
	Dynix	In	Out of					
	Network	State	State					
	ILL's	ILL's	ILL's					
Borrow from:	1231	24	11				1266	
							Other Sub-Total	2033
							TOTAL CIRCULATION	5837
Loan to:	1159	37	8					
							TOTAL	5837

	A	B	C	D	E	F
1		June 2008 Program Statistics				
2	DATE	DESCRIPTION OF PROGRAM	# Children	# Teens	#Adults	Misc.
3	6/10/2008	Mother Goose - Bugs	11	3	6	Jan Sandwich
4	6/10/2008	Scrapbooking for Adults	0	0	13	Karen Myers teaches
5	6/11/2008	Mr. Bill Program Children	28	2	11	Bill Landau
6	6/17/2008	Children's Program	11	3	10	Bees, etc.
7	6/18/2008	Children's Program	19	2	12	Bug Collage
8	6/21/2008	Scrapbooking for All	5	0	4	Saturday
9	6/24/2008	Magical Michael Steele	28	3	9	Magician - Michael S.
10	6/24/2008	Scrapbooking for Adults	0	0	10	
11	6/25/2008	MUSIC FOR TOTS	28	2	13	Kelly Cole
12		PROGRAM TOTALS	130	15	88	
13		Reference Questions	4			
14	Total	Volunteer hours for the Month	149 hours			