

**NOTICE OF A REGULAR MEETING OF THE LIBRARY
ADVISORY BOARD OF THE TOWN OF CLARKDALE**

Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, **NOTICE IS HEREBY GIVEN** that the Library Advisory Board of the Town of Clarkdale will hold a Regular Meeting on **Thursday, November 1, 2012, at 9:00 a.m.** in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona. Members of the Library Advisory Board will attend either in person or by telephone, video or internet conferencing. All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 25th day of October, 2012 at 4:00p.m.

Supporting documentation and staff reports furnished to the Board with this agenda are available for review at the Clark Memorial Library.

Dated this 22nd day of October, 2012

BY:

Margie Hardie

Margie Hardie, Community Services Administrative Assistant II

ALL ITEMS LISTED ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT - The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

3. MINUTES - Approval of the minutes of the Special Meeting held on September 20, 2012.

4. INFORMATIONAL REPORTS

- a. CHAIRPERSON'S REPORT - A report from the Chairperson on current events.
- b. STAFF REPORTS - A report from Community Services staff members on current events.

NEW BUSINESS

5. 2012 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE - Discussion and consideration of the 2012 Library Advisory Board Annual Book Sale.

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at least 72 hours in advance of the meeting. Phone 928-639-2400, TDD 1-800-367-8939.

**MINUTES OF A SPECIAL MEETING OF THE
LIBRARY ADVISORY BOARD
OF THE TOWN OF CLARKDALE**

A Special Meeting of the Library Advisory Board of the Town of Clarkdale was held on **Thursday, September 20, 2012, at 9:00 a.m.** in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – The meeting was called to order at 9:02 a.m. by Chairperson Best.

Board Members: Chairperson Joy Best
Vice Chairperson Sherry Bailey
Paul McCleary
John Sherman
Jerry Wiley

Town Staff: Margie Hardie, Administrative Assistant II

PUBLIC COMMENT – The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

There was no public comment.

MINUTES – Approval of the minutes of the Regular Meeting held on July 5, 2012.

Board Member Wiley moved to approve the minutes of the Regular Meeting held July 5, 2012. Motion seconded by Board Member Bailey. Motion approved unanimously.

INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report on current events.

There was no report.

STAFF REPORTS – A report from Community Services staff members on current events.

Board Member Sherman had requested statistics on the number of people patronizing the library on a daily basis. The statistics available for 2012 are as follows:

<u>Month</u>	<u>Number of days recorded</u>	<u>Total number of patrons</u>
June	4	138
July	5	151
September	5	183

FINANCE REPORTS- A review of the current finance reports.

The Board reviewed the current finance report. In response to questions previously posed by the board, staff answered as follows:

Where in the budget are the library fines and fees posted?

We no longer charge late fees/fines but we do collect fines assessed by other libraries and keep those fees. All fees collected, with the exception of donations, are deposited into the Town's general fund which is used to offset the Library's FY budget. This includes copies, printer fees,

damaged item fees and administrative fees. All donations are kept separate from the general fund and are earmarked specifically for the library. The donation funds are recorded on the Library Donation Account Spreadsheet which the board reviews at their regular meeting.

Can there be an official accounting for the gift cards received from Wal-Mart, Safeway, etc. in the town accounts so that the balance of each card is posted?

The finance department has stated that gift cards cannot be tracked through a town account. An alternate solution would be to create an Excel spreadsheet to document each gift card with a beginning and ending balance.

NEW BUSINESS

2012 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE – Discussion and consideration of the 2012 Library Advisory Board Annual Book Sale.

There was a general discussion of this year's Library Advisory Board Annual Book Sale. The Ladies Lounge has been reserved from November 18th, 2012 through December 18th, 2012 for the sale. This reservation includes days for the set-up, take-down and the Book Sale held December 7th, 2012 through December 16th, 2012. Chairperson Best illustrated the set-up and compiled a list of tasks for preparation, the actual sale and disassembling after the sale.

Preparations:

- Advertise in the town newsflyer, local newspapers and distribute flyers
- Staff submits a work order for 16 tables and 5 chairs
- Tables are set up
- Antique tables are covered
- Decorate the Ladies Lounge
- Unbox books, sort by genre, store empty boxes under tables.
- Put up signs for prices and genres.
- Pick up a \$100-money drawer from the Finance Department.

During the Sale:

- Check donation cans in the Ladies Lounge and turn in cash to the Library Staff daily
- Towards the end of the sale, asses remaining books for repricing

Conclusion of the Sale:

- Box up the unsold books
- Flatten the unused boxes for storage
- Store the decorations
- Donate remaining items

FUTURE AGENDA ITEMS:

Future direction of the library

Elections

Library Statistics

ADJOURNMENT- Without objection, the meeting was adjourned at 9:45 a.m.

APPROVED: _____

Joy Best, Chairperson

SUBMITTED: _____

Margie Hardie, Community Services Administrative Assistant II



Staff Report

Agenda Item: 2012 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE - Discussion and consideration of the 2012 Library Advisory Board Annual Book Sale.

Staff Contact: Margie Hardie, Community Services Administrative Assistant II

Meeting Date: November 1, 2012

Background: This item is scheduled for discussion and consideration of preparing for and conducting the annual Library Advisory Board Book Sale.