

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

In accordance with Resolution #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 Special Meeting on Monday, September 16, 2013, at 4:00 p.m., in the Conference Room of the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, Arizona. Members of the Clarkdale 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 10th day of September, 2013, at 5:30 p.m.

Dated this 10th day of September, 2013.

By:



Dawn Norman
Community Services Supervisor

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

1. CALL TO ORDER

2. PUBLIC COMMENT – The Library Advisory 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 comments 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-Discussion and consideration of approval of the minutes of the Special Meeting held on July 11, 2013.

4. INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

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

NEW BUSINESS:

5. YAVAPAI COUNTY FREE LIBRARY DISTRICT LIBRARY SERVICE AGREEMENT – A discussion of the 2013–2014 Yavapai County Free Library District Library Service Agreement with the Town of Clarkdale.

6. 2013 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE - Discussion and consideration of the 2013 Library Advisory Board Annual Book Sale.

7. FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

8. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

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

A Special Meeting of the Library Advisory Board was held on **Thursday, July 11, 2013 at 4:00 p.m.** in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – The meeting was called to order at 4:00 p.m. by Chairperson Wiley.

Board Members: Chairperson Jerry Wiley
Vice Chairperson John Sherman
Ann Viarengo
(Vacant)

Absent: Tony Rhineheart

Town Staff: Margie Hardie, Community Services Administrative Assistant II

Others: Tom Murphy

PUBLIC COMMENT – There was no public comment.

MINUTES – Approval of the minutes of the Regular Meeting held on May 2, 2013 and the Special Meeting held on June 18, 2013.

Board Member Viarengo moved to approve the minutes of the Regular Meeting held May 2, 2013. Motion seconded by Chairperson Wiley. Motion approved unanimously. Vice Chairperson Sherman moved to approve the minutes of the Special Meeting held June 18, 2013. Motion seconded by Chairperson Wiley. 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.

There was no report.

NEW BUSINESS

4th OF JULY ICE CREAM SOCIAL – Review and discussion of the 2013 4th of July Ice Cream Social.

There was a general discussion regarding the 2013 4th of July Ice Cream Social. Administrative Assistant Hardie stated that this year’s proceeds from the event totaled \$489.00. This was an increase of \$16.00 in sales from the 2012 Ice Cream Social. There is a remaining balance of \$42.31 on the Wal-Mart Gift Card and a balance of \$4.40 on the Safeway Gift Card.

The Board was very enthusiastic regarding the changes made in the organization and set-up of this year's event. Changes initiated included:

- 6 Tables
- New location on the west side of the Gazebo
- Two cash boxes
- Use of crockpots for ice cream scoops
- Service hours between 8:00 a.m. – 11:00 a.m.
- Rearrangement of tables increasing space to accommodate 12 volunteers

The Board made several recommendations for the 2014 4th of July Ice Cream Social including:

- Eliminate sheet cakes
- Request donation of 4 tubs of ice cream
- Distribute donation book marks in June
- Sell Ice Cream Sandwiches

Based on this year's sales, Chairperson Wiley suggested changes in food items to be purchased for the 2014 Ice Cream Social. The Board considered the event to be a great success.

FUTURE AGENDA ITEMS – listing of items to be placed on a future agenda.
Clark Memorial Library Annual Used Book Sale

ADJOURNMENT- Without objection, the meeting was adjourned at 4:32 p.m.

APPROVED:

Jerry Wiley, Chairperson

SUBMITTED:

Dawn Norman, Community Services Supervisor



Staff Report

Agenda Item: **YAVAPAI COUNTY FREE LIBRARY DISTRICT LIBRARY SERVICE AGREEMENT**– Discussion of the 2013–2014 Yavapai County Free Library District Library Service Agreement with the Town of Clarkdale.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: September 16, 2013

Background: The FY 2013 - 2014 Library Service Agreement between Yavapai County Free Library District and the Town of Clarkdale states that the Library District provides professional assistance and consultation services, continuing education opportunities for staff and volunteers, coordination of county-wide library services, and financial resources for operation of the Clark Memorial Library in the amount of \$37,752.02. This amount reflects an increase of \$7,139.02 from FY 2012-2013. In turn, the Town of Clarkdale agrees that the library staff are employees of the Town, statistics are maintained, and that County funds are used for library materials and operating expenses.

The Town will receive funds in the amount of \$34,352.02 which are to be used as follows:

- Library Services \$26,000.00
- Library Materials \$4,000.00
- Non-Print Materials \$4,352.02

In addition, the amount of \$3,400.00 will be retained by the Library District for book purchases for the Clark Memorial Library. Town staff will still select and place the book orders through the vendor. The vendor will bill and ship the books to the Library District directly at which time they will be cataloged by the Library District. When the cataloging is completed, the books will be placed in transit to Clarkdale and when received are ready to place on the shelves for patron check-out. The advantage to this new addition is that the Library District will oversee the A/P on the account, provide Town Staff with a monthly budget amount to spend, and catalog the items, in the end, saving town staff the time devoted to A/P and cataloging procedures for the items.

Recommendation: This item is scheduled as a discussion only, and no official action is necessary from the Board.

YAVAPAI COUNTY FREE LIBRARY DISTRICT
LIBRARY SERVICE AGREEMENT

This agreement is entered into between the **YAVAPAI COUNTY FREE LIBRARY DISTRICT**, hereinafter referred to as the "District," and the **Town of Clarkdale**, hereinafter referred to as the "Town," and shall be for a period commencing July 1, 2013 to June 30, 2014.

WHEREAS, the Yavapai County Board of Supervisors has established a County Library District, pursuant to A.R.S. 48-3901, on June 1, 1987; and

WHEREAS, the District has an agreement with the Department of Library, Archives and Public Records of the State of Arizona, hereinafter referred to as the "State Library," to provide library services within Yavapai County and the State of Arizona; and

WHEREAS, the District and the Town recognize the need to cooperate in the provision of library services to the citizens of the District; and

WHEREAS, the Town has taken action and officially notified the District that it desires to be a part of the District, and therefore is entitled to the benefits of the District; and

WHEREAS, the Town operates and maintains a library and the District desires to contract with the Town for library services for the benefit of the citizens of the District; and

NOW THEREFORE, IT IS AGREED by and between the District and the Town as follows:

1. Equal access and use of the library facilities and services shall be made available to all citizens of the County.
2. The Town and the District shall cooperate in planning and implementing resource sharing activities acceptable to the District and the Town.
3. All library materials purchased with District funds are the property of the Town.
4. It is understood by both parties that officials, employees and agents of the District remain the sole responsibility of the District. It is further understood that the officials, employees and agents of the Town remain the sole responsibility of the Town.

5. Except as expressly specified in this agreement, the District shall save, hold harmless and indemnify the Town and the Town's officials, employees and agents against all expenses, liabilities and claims of every kind arising from any intentional or negligent act or omission by the District or the District's officials, employees and agents.
6. Except as expressly specified in this agreement, the Town shall save, hold harmless and indemnify the District and the District officials, employees and agents against all expenses, liabilities and claims of every kind arising from any intentional or negligent act or omission by the Town or the Town's officials, employees and agents.
7. The Town agrees to the following conditions:
 - A. The Librarian shall be an employee of the Town. Town personnel rules and procedures shall apply. The Town and the District will cooperate in selection, hiring, supervision, and evaluation. The District shall be responsible for training.
 - B. Required monthly statistics are maintained and submitted to the District within five **(5)** calendar days of the month's end.
 - C. The annual Arizona Public Library Data Report is submitted to the District as required by the State Library.
 - D. District funds are used specifically and solely for library materials, services and operating expenses. District funds may not be accumulated from year to year. An annual written accounting shall be made to the District describing the manner and use of District funds as required by the District.
 - E. The Town is responsible for all terms and conditions of this agreement. District funds may not be transferred to any other agency without prior written agreement with the District.
 - F. Resource sharing is supported by participating in interlibrary loan services as a borrower and lender of library materials.
8. The District will provide the following benefits and support services to the library:
 - A. Professional assistance and consultation services.
 - B. Continuing education opportunities for staff and volunteers.
 - C. Coordination of county-wide library services.

9. The Town and the District acknowledge that the services to be performed by the Town have a value to the District and to the Town. In consideration of that value, the District agrees to provide financial resources for the operation of the Clark Memorial Library as follows:
 - To pay the Town the amount of **\$34,352.02** by February 2014: **\$26,000.00** for library services, **\$4,000.00** for library materials and, **\$4,352.02** for non-print materials.
 - An additional amount of **\$3,400.00** will be retained by the District to expend by March 31, 2014, on book purchases made for the Clark Memorial Library.
10. This agreement may be renewed from year to year by mutual agreement of the parties and stipulation as to the consideration to be paid as between the parties.
11. This agreement contains the entire agreement of the parties with respect to the subject matter hereof and, it may be amended, modified or waived only by an instrument in writing signed by both parties.
12. Pursuant to A.R.S. Section 38-511, the Town may cancel this agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the agreement on behalf of the Town is, at any time while the agreement or any extension of the agreement is in effect, an employee or agent of any other party to the agreement in any capacity or a consultant to any other party of the agreement with respect to the subject matter of the agreement. In the foregoing event, the Town further elects to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating this agreement on behalf of the Town from any other party to the agreement arising as a result of this agreement.
13. The parties shall comply with Executive Order #99-4 (dated January 29, 1998) concerning non-discrimination in employment.
14. The parties agree that it is their intention that this Agreement be effective on and from July 1, 2013, even if the date varies from the dates of actual signature.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officials on the aforementioned date.

TOWN OF CLARKDALE

YAVAPAI COUNTY FREE LIBRARY DISTRICT

Mayor

Chairman, Board of Directors

ATTEST:

ATTEST:

Town Clerk

Clerk of the Board

Date

Date

Pursuant to A.R.S. Section 11-952(B)&(D), the foregoing agreement has been reviewed by the undersigned attorney for the Town, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of the State to the Town.

Town Attorney

Pursuant to A.R.S. Section 11-952(B)&(D), the foregoing agreement has been reviewed by the undersigned attorney for the Yavapai County Free Library District, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of the State to Yavapai County.

Deputy County Attorney



Staff Report

Agenda Item: **2013 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE –**
Discussion and consideration of the 2013 Library Advisory Board Annual Book Sale.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: September 16, 2013

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

How was the set up for 2011 Book Sale in Dadini's Storage

DOORS

WINDOWS

WINDOWS

WINDOWS

3-Tier Lib. Cart
PUZZLES

(BORROWED TABLE)
LARGE BOOKS
INDIVIDUALLY PRICED
ATLASES, ETC.

(TOWN TABLE)
BUNDLES
(MOST ARE 2 bks = \$2.00)

SMALL
LIB. CART
LARGE
PRINT

CHAIR

DOOR

(TOWN TABLE)
Nature Kids
individually priced

(CROWN TABLE)
Gifts
individually priced

(FIRE PLACE)
(TOWN TABLE)
Cooking hobbies
crafts gardening
individually priced

(TOWN TABLE)
VCR \$1.00
DVD 1.00
CD 1.00
AUDIO BKS

THOROUGHFARE FOR KITCHEN
KITCHEN WANTS ACCESS BETWEEN REAR & FRONT
DOOR KITCHEN
DOOR SWING BACK

(TOWN TABLE)
\$2.00 hardbacks
philosophy, religion, health

(TOWN TABLE)
\$2.00 hardbacks
fiction

(TOWN TABLE)
\$2.00 hardbacks
bios, history

(TOWN TABLE)
\$2.00 hardbacks
fiction

(TOWN TABLE)
\$2.00 hardbacks
more non-fiction

(TOWN TABLE)
\$2.00 hardbacks
fiction

(TOWN TABLE)
HARDBACK MYSTERIES
\$2.00 each

(TOWN TABLE)
35¢ PAPERBACKS

(TOWN TABLE)
50¢ table
OLD ZANE GREY HARDBACKS
KDS DIGEST CONDENSED

(TOWN TABLE)
A2 HIGHWAYS MAGS 50¢
A2 JOURNALS 50¢

(BORROWED TABLE)
INDIVIDUALLY PRICED
WESTERN & A2 BOOKS, BOOKLETS

#100.00 TILL
\$10.00 - QTRS
50.00 - ONES
40.00 - FIVES
CASHIER

ENTRY
DOOR SWING BACK

Dates of the 2012 Book Sale

Fri, Dec 7th: 6:00-9:00pm Grand Opening w/ Made In Clarkdale. One or two board members stay and work the sale.

Sat, Dec 8th: 10:00-7:00 Honor system today and every day until the sale is over; the money is picked up several times a day.

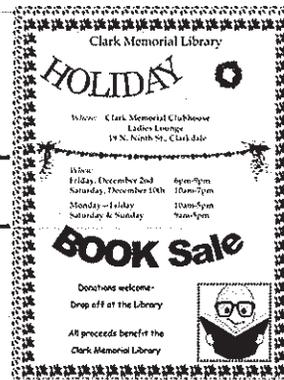
Sun, Dec 9th: 9:00-5:00

Mon-Fri, Dec 10th-14th: 10:00-5:00

Sat & Sun. Dec 15th-16th: 9:00-5:00

Advertising

- * The Verde Independent
- * The Clarkdale Small Talk
- * Fliers: various places throughout Cottonwood and Clarkdale, BUT, what goes up must come down, and in a timely manner



December Book Sale Jobs

*Monday, Dec 3rd:

1. Setting up the tables (according to the map) in the women's lounge
2. Bringing the boxes of books up from the basement and setting them on the tables and floor. This is the hardest part of the whole shebang.

*Tuesday-Friday, Dec 4th-7th:

1. We have some decorations/tablecovers in a box. We put those around. *2a. Weed Books for damaged, old, text books, do not use.*
2. We unbox books, sort by genre, store empty boxes under tables.
3. Put up signs for prices and genres.
4. Pick up a \$100-money till from the town. (We accept checks made payable to *Clark Memorial Library.*)

*Monday-Tuesday, Dec 17th -18th:

1. Box up the unsold books. Books must sit flat in boxes and not on spines. Flatten the unused boxes for storage. Last year, we reboxed 35 boxes of unsold books and we had 32 empty boxes to store
2. Pack up the decorations.
3. Count the money and turn it into the town; the town recounts.
4. Town employees put the tables away.



2011 Book Sale

Marketing ideas:

- Bundle some books by author or subject or holiday, etc.
- Stand some good books up and insert a bright-colored bookmark.
Ten foam bookmarks for \$1.00 at Dollar Tree (see sample)
- Decorate ^{room} our plastic poinsettias, mantelpiece houses
- Display book signage
- Add some bonuses, for instance:
"Buy Ten Rdrs Digest Books + Get Two Free"
- If a volunteer has read a book, add their short comments (see sample)
- Have a brightly-colored holiday bag or two w/ handles: "This bag free with purchase of _____"
- Display big Book Sale poster sign on easel by the entry door of Ladies' Lounge so that art patrons will see it + come in.
- Add a printout of a professional review of a book (see sample)
- Be sure prices are on specialty books, large-size books, etc. Use removable labels (see sample)
- Last Day: Sale prices