

**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 Thursday, November 13, 2014, at 9:00 a.m., in the Clark Memorial Clubhouse Men's Lounge, 19 N. 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 10th day of November, 2014, at 5:30 p.m.

Dated this 10th day of November, 2014.

By:



Joni Westcott
Administrative Assistant II

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 the minutes of the Regular Meeting held on May 1, 2014 and Special Meeting held on October 9th, 2014.

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.
- c. FINANCIAL REPORT- A review of the current finance report.

NEW BUSINESS:

5. **WORKSESSION: 2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE-** A worksession to discuss the 2014 Library Advisory Board Annual Book Sale.
6. **LIBRARY ADVISORY MEETING** -Discussion and consideration to change the Regular Meeting date and time.
7. **LIBRARY DONATION FUNDS**-Discussion and consideration of possible expenditures for the Library.
8. **FRIENDS OF THE LIBRARY**- Discussion about “Friends of Library”.
9. **FUTURE AGENDA ITEMS** – Listing of items to appear on future agendas.
10. **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 REGULAR MEETING
OF THE LIBRARY ADVISORY BOARD
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Library Advisory Board of the Town of Clarkdale was held on Thursday, May 1, 2014, at 4:00 p.m., in the Clark Memorial Clubhouse Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER - The meeting was called to order by Chairman Sherman at 4:05 pm.

Present -

| | |
|-------------------|---|
| Chairperson: | John Sherman |
| Vice Chairperson: | Karen Bowers |
| Board Members: | Tom Murphy Ann Viarengo Jerry Wiley |

| | |
|-------------|---|
| Town Staff: | Dawn Norman, Community Services Supervisor Janet Perry, HR/Community Services Director |
|-------------|---|

Absent –

| | |
|-------------|--|
| Town Staff: | Joni Westcott, CSD Administrative Asst. II |
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AGENDA ITEM: PUBLIC COMMENT – No public comment.

AGENDA ITEM: MINUTES – Approval of the minutes of the Special Meeting held on April 10, 2014.

Chairman Sherman noted that Item 3 on page 3 of the minutes contained an error by identifying Ann Viarengo as Vice-Chairperson. Staff noted the error and will correct the minutes to reflect the person to 2nd the motion as Board member Viarengo.

Board member Viarengo motioned to approve the minutes as written with correction of the name of the person to 2nd the motion as Board member Viarengo;

The motion was 2nd by Board member Murphy;

The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

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

No Chairperson Report

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

Supervisor Norman noted the following:

- The next Art in Public Places exhibit is to be installed soon and ongoing displays are scheduled through June, WORD IS ART featuring Beth Courtwright-Detwiler creating pieces using oils, masking tape, and clay. The artist will be creating a wall mural in the entry way of the library using painter's tape.
- The library welcomed a new volunteer whose duties include transit on Tuesdays and some circulation desk duties, further noting that this will relieve Board member Wiley from having primary transit duties on Tuesdays.
- Supervisor Norman met with Chairman Sherman this week and during that discussion talked about the Annual Book Sale. As a result, in preparation of bringing the item to the Board as a worksession, a meeting will be scheduled with Chairman Sherman, Vice-Chairman Bowers and Made in Clarkdale Chairman Greg Jiede.

NEW BUSINESS:

AGENDA ITEM: 2014 NATIONAL LIBRARY WEEK - An update and discussion of the 2014 National Library Week promotion.

Supervisor Norman reported: even with short notice, staff created a successful weeklong event with 37 patrons taking advantage of the offer to check out 5 items and receive coffee and/or a treat. With advance notice of future events, the anticipation is for it to be an even bigger success.

AGENDA ITEM: WORKSESSION ON THE 4TH OF JULY ICE CREAM SOCIAL – A worksession on the 2014 Fourth of July Ice Cream Social.

- Chairman Sherman noted following last year a suggestion was to eliminate asking for sheet cake donations; should sheet cakes be donated, sell them as a whole – do not cut and sell in pieces.
- Ask for 4 tubs of ice cream – staff will request the 4 tubs from Verde Canyon Railroad.
- Bookmarks to be created about the event asking for donations have been done by staff.
- Volunteers need to be present at 7:00am due to other activities starting then, and wanting to start the social earlier at 7:30am.
- Discussion about serving ice cream sandwiches, with a preference to sell 2 cookies with a scoop of ice cream, making 'homemade ice cream sandwiches'.
- Last year Tony served as barker which drummed up business for the social; he could be invited to do the same this year.
- Pricing of items is to be the same as last year.
- A general discussion regarding supplies –
 - Need more cones, particularly waffle cones as they were the most popular;
 - Chairman Sherman and Board member Murphy will meet on Monday May 5th to inventory existing supplies and determine other items needed;
 - Supervisor Norman will secure supply bins from storage to have available for the inventory meeting;
 - Purchase of items – staff will work to secure gift cards for supplies needed;
 - Chairman Sherman will take care of securing the dry ice;
 - Board member Wiley offered to do any shopping at Walmart;

- Chairman Sherman, Vice-Chairman Bowers and Board member Viarengo will meet following the inventory meeting to develop list of items needed to purchase;
- Chairman Sherman will bring crock pots and extension cords;
- Silent book auction during the Ice Cream Social? Due to issues involved with doing that at the social, discussion leaned towards the Book Sale being a more suitable setting to conduct a silent auction.

AGENDA ITEM: LIBRARY STATISTICS – Review and discussion of the Clark Memorial Library statistics.

Supervisor Norman distributed statistics with the following items generally discussed:

- Annual stats reported to District;
- Report show stats for FY 11-12, 12-13 and 13-14;
- FY 11-12 weren't completely accurate given the District's system for collecting data was new;
- Board member Wiley clarified whether or not activity noted by a library card is generated where a card is used as opposed to where the card was issued;
- Noted patron count increasing this year over last;
- Library volunteer hours – for this year number has probably decreased, knowing how things have progressed;
- Supervisor Norman proceeded with a general overview of each report line item;
- Board member Wiley asked if numbers showing comparatives with other libraries is available; Supervisor Norman stated the information could be provided, if wanted;
- Supervisor Norman distributed a comparison of attendance, noting numbers are higher over last year, noting computer use numbers are down from last year;
- Supervisor Norman distributed a Comparison of Inventory document, describing her attendance at the Small Rural Library Conference and a session there regarding researching patron use of inventory. Using that theory, she created this comparison of usage per item categories, comparing the same data to last year's stats which produced direction of inventory to be built up. This brought clarity to the purpose of providing inventory based on what the desires of the usage dictates. Supervisor Norman noted the data reflecting circulation of items and checkout of laptops.
- Board members all commented positively on the information provided.

AGENDA ITEM: YAVAPAI COUNTY LIBRARY DISTRICT AGREEMENT - A discussion of the Yavapai County Library District Agreement for FY2014-2015.

Supervisor Norman noted that we still do not have a definitive answer from the District, however based on the last communication from the District, the Board of Supervisors was not receptive to changing the original proposal. There was general discussion of the District's handling of stats and funding formulas. Supervisor Norman explained that when the District will be coming to Council she will notify Board members so they can attend. Board member Wiley mentioned having scheduled a meeting with Yavapai County Supervisor Davis next Tuesday to discuss this topic. Supervisor Norman explained the District monetary distribution practices. Chairman Sherman noted to Board member Wiley that ongoing IT support is critical to mention with Supervisor Davis.

Supervisor Norman noted the recent Yavapai County Board of Supervisor's Executive Session which addressed the subject, but produced no change as reported to the Town.

AGENDA ITEM: REGULAR MEETINGS OF THE LIBRARY ADVISORY BOARD – Discussion and consideration of establishing a new meeting day for the Library Advisory Board Regular Meetings.

Chairman Sherman explained that staff has proposed the regular meetings be changed to the 2nd Thursday of the month. This will allow staff to produce current end-of-month stats.

Board member Wiley motioned to change the regular meetings to the 2nd Thursday of the month.

The motion was 2nd by Board member Viarengo;

The motion passed unanimously.

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

Chairman Sherman suggested having a special meeting prior to the Ice Cream Social to finalize plans for the event. June 12 at 4pm was agreeable to the members. Staff will verify availability of the Men's Lounge for the meeting.

AGENDA ITEM: ADJOURNMENT

With no objection, Chairman Sherman adjourned the meeting at 5:05pm.

APPROVED:

John Sherman, Chairperson

SUBMITTED BY:

Joni Westcott, Administrative Assistant II

**NOTICE OF A SPECIAL MEETING
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A Special Meeting of the Library Advisory Board of the Town of Clarkdale was held on Thursday, October 9th, 2014, at 9:00 a.m., in the Clark Memorial Library Conference Room, 39 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER- The meeting was called to order by Vice Chairperson, Karen Bowers at 9:00 am.

Present -

Vice Chairperson: Karen Bowers
Board Members: Ben Kramer
Ann Viarengo
John Sherman

Town Staff: Dawn Norman, Community Services Supervisor
Joni Westcott, Community Services Administrative Asst. II

Absent -

Board Member: Tom Murphy

AGENDA ITEM: PUBLIC COMMENT – No public comment.

AGENDA ITEM: MINUTES – Approval of the minutes of the Special Meeting held on June 12, 2014.

Vice Chairperson Bowers noted an error on Agenda Item: Call to Order. It identifies Chairperson Sherman as calling the meeting to order when, in fact, it was Vice-Chairperson Bowers who called the meeting to order. Staff noted the error and will correct the minutes to reflect Vice Chairperson Bowers as calling the meeting to order.

Board Member Viarengo motioned to approve the Special Meeting minutes for June 12, 2014, as written with correction. The motion was seconded by Board Member Sherman. The motion passed unanimously

NEW BUSINESS:

AGENDA ITEM: WELCOME & INTRODUCTION OF LIBRARY ADVISORY BOARD MEMBERS.

Community Services Staff Member, Joni Westcott, introduced and welcomed newly appointed Library Board Member Ben Kramer and congratulated returning members, John Sherman and Ann Viarengo.

AGENDA ITEM: ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON – Discussion and consideration of electing the Chairperson and Vice Chairperson of the Library Advisory Board Members.

Board Member Viarengo motioned to elect Board Member Sherman as Chairperson and Karen Bowers as Vice Chairperson. Board Member Kramer seconded the motion. Board Members Sherman and Bowers both accepted the nomination and the motion passed unanimously.

With no objection, Chairperson Sherman rearranged the order of the agenda items to discuss the 2014 Library Advisory Board Annual Book Sale next.

AGENDA ITEM: WORKSESSION: 2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE.

Community Services Supervisor, Dawn Norman presented the following:

The Annual Book Sale put on by the Library Advisory Board has been faced with many challenges over the years. The sale has outgrown the space in the Ladies Lounge along with the difficulty to have the manpower to cover the hours of operation. The book sale runs concurrently with the Made In Clarkdale hours resulting in the need for volunteers to cover: 10 days – 1 – 3hr day, 6 – 11 hr. days, 1 – 12 hr. day, and 2 – 7 hr. days. While considering alternate locations, one concern is that of taking advantage of the foot traffic generated by the highly popular Made in Clarkdale event. In addition, one of the goals for the library has been to increase the exposure of the library in hopes of increasing patron usage.

The Community Services Staff took all of these challenges into lengthy consideration and, as a result, is suggesting a resolution which not only addresses, but improves upon: usable space, coverage, exposure for the library and, finally, capturing the Made In Clarkdale attendees.

Community Services Staff presented to the Library Board a plan for holding the annual book sale in the library. This proposal illustrates primarily how the event will gain on the needed space along with the added benefit of bringing increased foot traffic into the library.

This proposed change will not impede on the library's normal operations. To accommodate the event, staff will be relocating a few of the computer stations along with the laptops to the multi-use room along with a couple of the sitting chairs. The book sale will be set-up in the entryway, into the central area of library, utilizing the computer station countertop and folding tables, as well as use of the conference room. By doing this, it will separate the book sale operations from those of the daily library operations. This arrangement will also allow for staff to block off access to library materials in the evening when volunteers are staffing the book sale.

With this new venue, staff will be able to cover the book sale during Town operating hours leaving only the after-hours/weekends to be covered by the Board Members and volunteers.

During the book sale staff plans to decorate the front exterior and interior of the library with holiday lighting and other promotional tools/resources to draw attention to Made In Clarkdale (MIC) attendees. In addition, on opening night, the plan is to have volunteers in the entry way of the auditorium handing out info on the book sale as well as requesting to have a display table at the MIC event promoting the book sale.

Following a walk-through of the proposed set up there was an open discussion regarding the Book Sale and the Board Members agreed that the Library is a workable space for the sale this year with the advantages being: more room for book displays, increased foot traffic/awareness of the Clark Memorial Library, space allows for a longer running period of the sale, and more support from the Library staff.

There was further discussion regarding set up, take down and running time of the book sale. It was agreed that the set up will begin on December 2nd from 8:00am-3:30pm, all Board Members will be present. The sale will run a full month with the take down date of January 5th. Library staff will man the book sale during regular business hours, Monday-Thursday 8 am-5:30 pm and Fridays from 8 am-noon. An evening/weekend schedule will be developed for Library Board Members and additional volunteers around the Made in Clarkdale events. There will need to be a Library Board Member on site to open and close the building during non-regular business hours.

Board Member Viarengo requested a daily sales break down from 2013 to be used in the determination of evenings to run the sale for 2014. Vice Chairperson Bowers volunteered to work on the pricing/section signage for the sale.

Community Services Administrative Assistant Westcott will request volunteers and advertise the sale through the Town Small Talk newsletter as well as create the book sale flyers/promotional materials.

AGENDA ITEM: 2014 ICE CREAM SOCIAL- Review and discussion of the 2014 Ice Cream Social.

After a review of donations, expenditures and sales regarding the 2014 Ice Cream Social, Board Member Viarengo suggested that there be a set schedule developed for volunteers. Vice Chairperson Bowers agreed and added it should be posted at the park location. All Board Members agreed that they should purchase no more than 1 dozen cupcakes and that they should have a set up/tickets at the pancake breakfast area to sell “pancakes alamide”. Chairperson Sherman commented that the 4 ice cream tubs donated by the Verde Canyon Railroad are plenty, additional ice cream is not needed for next year. All Board Members agreed that they will continue this discussion during the planning meeting for 2015 in the spring.

AGENDA ITEM: FUTURE AGENDA ITEMS –

Regular Meeting Schedule

Donation Funds

2014 Book Sale

Friends of the Library

AGENDA ITEM: ADJOURNMENT- With no further business before the Board and with no objection, the meeting was adjourned at 9:58 am.

APPROVED:

John Sherman, Chairperson

SUBMITTED BY:

Joni Westcott, Administrative Assistant II

DRAFT

LIBRARY DONATION ACCOUNT

80-4-2400-REV/80-5-2400- EXPENSE

| Number | Date | Description of Transaction | Debit (-) | Credit (+) | Balance |
|--------|----------|-----------------------------|-----------|------------|------------|
| | 1/31/13 | DONATIONS | | \$41.05 | \$5,790.29 |
| | 2/28/13 | DONATIONS | | \$3.50 | \$5,793.79 |
| | 3/27/13 | WALMART | \$12.31 | | \$5,781.48 |
| | 3/31/13 | DONATIONS | | \$19.07 | \$5,800.55 |
| | 4/30/13 | DONATIONS | | \$14.10 | \$5,814.65 |
| | 5/31/13 | DONATIONS | | \$33.41 | \$5,848.06 |
| | 6/20/13 | ICE CREAM SOCIAL DON/SRMG | | \$100.00 | \$5,948.06 |
| | 6/26/13 | Petty Cash/Ice Cream Social | \$200.00 | | \$5,748.06 |
| | 6/30/13 | DONATIONS | | \$44.35 | \$5,792.41 |
| | 7/11/13 | Return Petty Cash | | \$200.00 | \$5,992.41 |
| | 7/11/13 | Ice Cream Social Proceeds | | \$499.00 | \$6,491.41 |
| | 7/31/13 | July Donations | | \$38.95 | \$6,530.36 |
| | 8/31/13 | August Donations | | \$28.52 | \$6,558.88 |
| | 9/30/13 | September Donations | | \$46.93 | \$6,605.81 |
| | 10/23/13 | CHASE: CONTEMP ENGRAVING | \$60.07 | | \$6,545.74 |
| | 10/30/13 | October Donations | | \$67.50 | \$6,613.24 |
| | 11/27/13 | CHASE/ART EVENT | \$90.92 | | \$6,522.32 |
| | 11/27/13 | Petty Cash Box Book Sale | \$100.00 | | \$6,422.32 |
| | 11/30/13 | November Donations | | \$13.86 | \$6,436.18 |
| | 12/19/13 | Book Sale Proceeds | | \$1,825.47 | \$8,261.65 |
| | 12/19/13 | Return Petty Cash Box | | \$100.00 | \$8,361.65 |
| | 12/31/13 | December Donations | | \$20.10 | \$8,381.75 |
| | 1/30/14 | DONATIONS | | \$61.48 | \$8,443.23 |
| | 1/30/14 | Book Sale Proceeds | | \$7.65 | \$8,450.88 |
| | 2/27/14 | DONATIONS | | \$17.20 | \$8,468.08 |
| | 2/27/14 | Book Sale Proceeds | | \$8.00 | \$8,476.08 |
| | 2/26/14 | STAPLES | \$46.39 | | \$8,429.69 |
| | 3/31/14 | DONATIONS | | \$18.04 | \$8,447.73 |
| | 3/31/14 | Book Sale Proceeds | | \$20.60 | \$8,468.33 |
| | 4/2/14 | STAPLES | \$102.26 | | \$8,366.07 |
| | 4/30/14 | DONATIONS | | \$1.18 | \$8,367.25 |
| | 4/30/14 | Book Sale Proceeds | | \$11.00 | \$8,378.25 |
| | 5/29/14 | DONATIONS | | \$14.80 | \$8,393.05 |



Staff Report

- Agenda Item:** FRIENDS OF THE LIBRARY- Discussion about “Friends of Library”.
- Sponsored By:** Library Board Member Kramer
- Staff Contact:** Joni Westcott, Community Services Administrative Assistant II
- Meeting Date:** November 13, 2014
- Background:** This item is scheduled for discussion only, no official action is necessary from the Board.