

**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, January 15, 2015, at 9:00 a.m., in the Clark Memorial Library Conference Room, 39 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 9th day of January, 2015, at 12:00 p.m.

Dated this 8th day of January, 2015.

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. 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:

- 4. 2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE-** Discussion of the 2014 Library Advisory Board Annual Book Sale.

- 5. CLARK MEMORIAL LIBRARY COMPUTER/INTERNET/WI-FI USE POLICY-** Discussion and consideration of the Clark Memorial Library Computer/Internet/Wi-Fi Use Policy.
- 6. FUTURE AGENDA ITEMS** – Listing of items to appear on future agendas.
- 7. 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.



Staff Report

Agenda Item: **2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE-**
Discussion of the 2014 Advisory Board Annual Book Sale.

Staff Contact: Joni Westcott, Community Services Administrative Assistant II

Meeting Date: January 15, 2015

Background: The Library Advisory Board Annual Book Sale took place during the month of December in the Clark Memorial Library, a new location for this fundraiser. A large banner along with many festive lights were installed in the front of the Library to draw the attention of Made in Clarkdale (MIC) attendees and ongoing press releases and social media posts helped to promote the event. At the MIC opening, youth volunteers handed out flyers promoting the Book Sale.

A large supply of books were donated from one particular donor, approximately 75 boxes. Chairman Sherman and Staff member Susan Cox were instrumental in retrieving the donated items.

Library Staff were able to provide a great deal of support to the sale on a daily basis, Library Board members and volunteers covered evening and weekend hours. The feedback received from library patrons, community members, and visitors was positive. People enjoyed visiting the Clark Memorial Library for the first time and the additional space and open feeling of the new location.

Staff observed the following in attendees:

- Many visitors from out of town who were in the area for the holiday;
- Many of the same individuals returned frequently during the sale to purchase additional items.

Overall the move to the Library was positive and the sales were up over last year. The book sales and donations totaled \$2213.47, \$387.47 more than last year.

Upon the take down of the book sale, the inventory was weeded of unsellable items and donated to a local non-profit. The “Book Deals and Steals” wall was replenished for daily sales in the Library and the remaining books were packed (20 boxes) and taken to the basement to store for future book sales.

Staff recommends that next year the Library Advisory Board consider the following:

- Continue with same dates (entire month of December)
- Add the first week in January
- Do not include weeknight evenings during MIC due to lack of sales

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

Clark Memorial Library Advisory Board Book Sale 2014 Sale Totals

	2013	2014	
	Sales	Sales	
FIRST DAY 12/2		118.00	
12/3		157.50	
12/4		103.00	
Friday-Opening 12/5	\$553	348.00	
Saturday 12/6	480	136.00	
Sunday 12/7	107	170.00	
Monday 12/8	49	198.00	
Tuesday 12/9	54	40.00	
Wednesday 12/10	43	85.50	
Thursday 12/11	119	112.00	
Friday 12/12	120	109.00	
Saturday 12/13	167	75.50	
Sunday 12/14 Last day MIC	134	49.00	
12/15		61.00	
12/16		11.00	
12/17		40.50	
12/18		28.00	
12/19		27.00	
12/22		45.00	
12/23		16.00	
12/24		13.00	
12/29		128.00	
12/30		108.00	
12/31		16.47	
1/2		18.00	
NET SALES	\$1,826	\$2,213.47	\$387.47 Difference



Staff Report

Agenda Item: **CLARK MEMORIAL LIBRARY COMPUTER/INTERNET/WI-FI USE POLICY** – Discussion and consideration of the Clark Memorial Library Computer/Internet/Wi-Fi Use Policy.

Staff Contact: Joni Westcott, Administrative Assistant II

Meeting Date: January 15, 2015

Background: The Clark Memorial Library currently utilizes the Yavapai County Library policy regarding Computer/Internet/Wi-Fi Use. Due to the change in the Library Agreement with the Yavapai County Library District it is necessary for the Clark Memorial Library to adopt a Computer/Internet/Wi-Fi Use Policy. This will provide clear authority and guidance for the Clark Memorial Library staff.

The proposed draft policy is consistent with the Yavapai Library District policy with the exception of establishing a daily time limit for each patron of one hour (60 minutes) per day. Requests to extend time may be considered but are not to exceed two hours (120 minutes) per day. This time limit is consistent with computer/internet/Wi-Fi use policies of other libraries in the Yavapai Library Network.

Recommendation: Staff recommends the Library Advisory Board approve and adopt the Clark Memorial Library Computer/Internet/Wi-Fi Use Policy.

CLARK MEMORIAL LIBRARY

Computer / Internet / Wi-Fi Use Policy

The Library provides public computer access in keeping with its role as a source of information, intellectual development, and enrichment for the community.

DISCLAIMER: The Internet is a global entity with no control of users or content. The Library does not guarantee the accuracy, timeliness, authoritativeness, or usefulness of the materials. Therefore, some materials found on the Internet may contain information that is controversial, offensive, erroneous, or illegal.

FILTERING: In accordance with the Children's Internet Protection Act (CIPA), Clark Memorial Library filters Internet access on all computers used in the Library. The Internet filter may eliminate needed information and doesn't always block potentially offensive sites. Notify the librarian if needed sites are blocked. Resolution of a request to unblock a site will be made in the timeliest manner possible, but no specific time period is assured.

LIABILITY: Any computer use that includes personal information carries a measure of risk for the user. The Library, Yavapai County Free Library District, and Yavapai County disclaim all liability for any direct or indirect damages related to the use of Library computer services.

CONDITIONS OF USE/USER RESPONSIBILITY:

- Library computer use is available to all library patrons on a first come, first served basis.
- Computer sessions are limited to one hour (60 minutes) per day. Requests to extend time may be considered but are not to exceed two hours (120 minutes) per day (i.e. job application, VA paperwork, etc.)
- Library computers are shut down 15 minutes before the closing of the library.
- Library laptop computers are available for use inside the library to patrons with a valid Yavapai Library Network library card and driver's license; librarian will hold license during use.
- Access to or use of the Internet by minor children is solely the responsibility of the parent or guardian.
- The following are prohibited by Arizona Revised Statutes pertaining to Internet use:
 - Accessing and displaying explicit sexual material (ARS 13-3507)
 - Exhibiting any material harmful to minors and/or materials picturing minors engaged in harmful conduct (ARS 13-3501)
 - Furnishing obscene or harmful items to minors (ARS 13-3506)
 - Committing computer fraud by adding, deleting, or changing anything on library computers (ARS 13-2316)
 - Committing telecommunications fraud (ARS 13-3707)
- Library staff may or may not be able to help with simple computer tasks or problems. Staff may limit help to 5-15 minutes per session. Library staff is willing to help patrons find information on the Internet, assist in the use of the Internet search tools, and Internet and computer-based Library resources.

WiFi USE:

- Patrons may use a personal laptop computer/device to connect to the Library's Wi-Fi Internet access.
 - Library staff will provide a password for Wi-Fi access.
 - Patrons using their own personal computer/device may be able to print to the Library's printer.
 - The Library Wi-Fi connection does not provide virus, malware, or spyware protection for patron's personal computer equipment/devices. The Library recommends that patrons protect their personal computer equipment/devices with up to date anti-virus, anti-spyware, and firewall software programs.
 - Library staff are not allowed to configure patron's personal computer equipment/devices.

POLICY VIOLATION: Failure by any library patron to act in an ethical and legal manner, or to adhere to the above policy, may result in expulsion from the Library, indefinite loss of library privileges, and/or prosecution in a court of law. Library personnel are authorized to enforce Computer/Internet/Wi-Fi policies.

Revised: January 2015

DRAFT