

Cottonwood Public Library Board of Trustees
Regular Meeting 26, July, 2011

Present: Liz Fuller, Thelma Fisher, Susan Hawley, Joan Lambard, Mary Eichman, Vanessa Ward, Circulation Supervisor, Mary Griffith, Library Clerk, John O'Neill, Library Director, Richard Faust, Community Services General Manager

Absent: Tyler Harding, Dede Ewald,

The meeting was called to order at 4:34 p.m.

Minutes of the previous meeting were reviewed and approved.

LIBRARY DIRECTORS REPORT:

The director presented the circulation statistics for fiscal year 2011. They are all collected in the Symphony environment so we can make meaningful comparisons between say July of 2011 and July of 2012. Comparing statistics from the Symphony environment to its operating system precursor, Dynix gives one the immediate impression you are comparing apples and oranges. For the last fiscal year we had 233,537 items circulated and 33,496 internet sessions by patrons. Staff and volunteers handled 225,855 informational requests from patrons. 33,496 were considered reference questions that required research. These various services totaled 492,888 library/patron transactions. Divided by our budget each transaction cost \$1.69.

OLD BUSINESS:

The acquisitions budget went up 25%, from \$20,000 to \$25,000 and the volunteer banquet budget was cut completely. Overdrive should be fully available by the end of August. Vanessa and Mary attended an acquisitions training webinar. The cost per items range from \$26.00 to \$66.00, which means we will have to rely on the rest of the Yavapai Library Networks collection for the majority of checkouts. The rest of the staff has been scheduled to attend webinars to learn how to use the product. The Summer Reading Program has been successful. We had 301 sign up for the reading program. Nine activity programs were held with 962 participants, and seven presentations with 323 participants for a total of 1285 people.

NEW BUSINESS:

The Community Services General Manager will be attending future Board meetings in place of the Library Director. Vanessa Ward was offered the position of Library Manager and has accepted. The duties will be the same as the previous Library Director's position minus the budgeting process. The Library Coordinator's position will be posted internally for seven days. A Youth Services Clerk is leaving due to family needs, and that position has been posted externally. The Library Director will send out the Library Policies to all board members digitally. The board members are asked to review, discuss and suggest changes if needed at a future Board Meeting.

YAVAPAI LIBRARY NETWORK UPDATES:

The Yavapai Library Network purchased Tutor.com for us. Tutor.com is an online tutoring website designed to help patrons with basic skills, job searches, resumes and more. They have English and Spanish tutors available. Brochures are available to download from their website and we will be putting articles in the newspaper and Library Lines to advertise.

CORRESPONDENCE: None

PUBLIC COMMENT: None

CORRESPONDENCE: None

FUTURE AGENDA ITEMS: Policy Update

The next meeting is scheduled for Tuesday **October 18th**, 2011 at 4:30pm.

The meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Mary Griffith