



TOWN OF PRESCOTT VALLEY MEETING NOTICE

LIBRARY BOARD OF TRUSTEES AGENDA AUGUST 4, 2026

**Library Crystal Room, 7401 E Skoog Blvd. Prescott Valley, AZ, 3rd Floor.
Doors open at 5pm for the 5:30pm meeting.**

MEETING INFORMATION: Pursuant to A.R.S. §38-431.02; Town Code §2-04-010, notice is hereby given to the general public that the Library Board of Trustees will hold a meeting open to the public on August 4, 2026, at 5:30pm located in the Library Crystal Room, 7401 E Skoog Blvd. Prescott Valley, Arizona, 3rd Floor. Action may be taken by the Board on any item listed on this agenda. Copies of the Agenda and supplementary materials are available on the Town's website at www.prescottvalley-az.gov or the Prescott Valley Public Library Administration Office, 7401 E. Skoog Blvd., 2nd Floor, Prescott Valley, Arizona.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION: Pursuant to A.R.S. §§ 38-431.02(I) and 38-431.03(A)(3); Town Code §2-04-030, notice is hereby given to the members of the Library Board of Trustees and the general public that, at this Regular Meeting, the Library Board of Trustees may vote at any time during the meeting to go into Executive Session, which will not be open to the public, for legal advice and discussion with the Town Attorney on any item listed on the attached agenda.

MEETING PROTOCOL: The President or other presiding officer at the meeting may change the order of Agenda items and/or take items on the Agenda in an order they determine is appropriate [A.R.S. §38-431.02(H); Town Code §§2-02-040(B) & 2-04-060].

Any public appearance may be inserted in the appropriate order of the agenda. Such public appearances must first be requested in writing to the President to be included in the Open Meeting public notice at least twenty-four (24) hours before the meeting is scheduled.

Forms to request accommodations pursuant to Section 504/ADA guidelines are available by contacting the Human Resources Department at (928)759-3009 or email HR@prescottvalley-az.gov. Such requests must be submitted twenty-four (24) hours prior to the meeting.



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LIBRARY BOARD OF TRUSTEES AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL AND RECORDING OF VOLUNTEER HOURS - Secretary**
- 3. LIBRARY STAFF VISITATION**
- 4. APPROVAL OF MINUTES**
 - a. Meeting Minutes of July 7, 2026 Consideration & Possible Action (Approve)
- 5. CORRESPONDENCE - Secretary**
- 6. CALL TO THE PUBLIC:** At this time, any member of the public is allowed to address the Library Board of Trustees on any issue within the jurisdiction of the Board. The speaker may have up to five (5) minutes to speak. Those wishing to address the Library Board of Trustees need not request permission in advance. Action taken because of public comments will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.
- 7. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT**
- 8. MANAGEMENT REPORT: Budgets, Grants, Monthly Report, Security - Library Management**
 - a. Library Monthly Report
- 9. TRUSTEE COMMITTEE REPORTS**
- 10. UNFINISHED BUSINESS - President**
 - a. Trustee Attendance at Public Events
 - b. National Trustee News Items
 - c. Attendance at Prescott Valley Public Library Events and Programs
 - d. Library Staff Appreciation

- e. Review of Proposed Bylaws and Agenda Updates

11. NEW BUSINESS

- a. United for Libraries Virtual Day July 28, 2026, Post-Event Discussion

12. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING - SEPTEMBER 1, 2026

13. ADJOURNMENT



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 08/04/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Meeting Minutes of July 7, 2026 Consideration & Possible Action (Approve)

Attachments

July 7, 2026 Library Board of Trustees Draft Meeting Minutes



**PRESCOTT VALLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES
July 7, 2026
3rd Floor, Crystal Room**

1. Call to Order

The meeting was called to order by President Karen Rauls at 5:30 p.m. at the Prescott Valley Public Library.

2. Roll Call and Recording of Volunteer Hours

Secretary Jim Lawson conducted the roll call and determined that a quorum was present.

Present:	Karen Rauls, President	Jim Lawson, Secretary
	Debbie O'Brien, Trustee	Ann Boles, Trustee
	Krysta Ayres, Trustee	Lisa Gonzalez, Trustee

Absent:

Library Staff:	Casey Van Haren, Library Director
	Michele Hjorting, Library Services Manager
	Joslyn Joseph, Library Operations Manager
	Autumn Topping, Young Adult Librarian
	Christy Ploog, Youth Services Librarian
	Deborah Pfingston, Outreach Coordinator
	Chanel Wheeler, Cataloging Librarian
	Beth Allen, Circulation Supervisor
	Faith Cody, Administrative Services Manager

3. Library Staff Visitation: Reports shared under Management Report

4. Review and Approval of May 5, 2026, Meeting Minutes

Following review of May 5, 2026, meeting minutes, President Rauls asked for a correction of clarification under Item 3.c., 4th paragraph, to clarify "she" means Rauls, not author Monica Brown. Hearing no other corrections, Trustee Debbie O'Brien made a motion to approve the



minutes as corrected, Trustee Ann Boles seconded. The motion carried unanimously among members present through a voice vote.

5. Correspondence: Secretary Lawson stated that there was no correspondence.

6. Call the Public: No public member was present.

7. Friends of the Prescott Valley Public Library Report

Friends of the Library representative was not present to provide a report.

8. Management Report

a. Budget – Director Van Haren shared the final budget for fiscal year 2026-27 was approved June 27. Our total budget will be \$4.1 million which includes salaries, capital improvements, debt repayment and operations. A few of Capital expense projects were approved for funding:

1) Interior remediation of leaking skylights, managed through Facilities;

2) Auditorium ADA improvements;

3) Replacing Campsites' fogged doors with clear doors that can be closed securely to prevent unauthorized activity inside;

4) AMF/RFID (Automated Materials Handler) – working with a new vendor, Bibliotheca, who is contracted through Yavapai County Free Library District. Joslyn will follow up with timeline/schematic. It will take 4-6 months to custom build for our circulation space. Trustee Boles asked about the current sorter. It is still working and YCFLD was able to extend the contract during the transition time. Prescott Valley is one of three libraries that have the larger sorters that will be replaced in the Yavapai Library Network.

Secretary Lawson asked about the library's entrance doors. Director Van Haren reported that the doors were determined to be in good working order and did not require replacement at this time. As a result, the request was not approved. All CIP requests were prioritized, with AMH at the top of the list.

b. Grants – Library Manager Hjorting reported that the library received a Bookmobile grant and a grant to continue the Community Resource Specialist position. Both grants are funded through the Arizona State Library's Library Services and Technology Act (LSTA). Outreach Coordinator Pfingston is mapping Bookmobile stops, including parks and locations where the Town's Parks and Recreation Department already hosts events.

c. Monthly Report – no questions



d. Security – Library Manager Joseph reported no real issues; summertime has a different crowd in the library compared to the after-school crowd. The library has been very busy.

e. Library Management –

Youth Services Librarian Christy Ploog shared an update on Summer Reading, “It is summer and we are reading!” Summer Reading Program (SRP) is going great. June 2025, the youth department had 664 new SRP registrants with 482 actively tracking and participating. For summer 2025, there were 739 new registrants, 504 active all summer – ages 0-12. **June 2026** had 732 new SRP registrations, 503 active participants – up in both categories. Jungle Jill was a big hit; people had to be turned away. Wildman Phil brought a python that entertained people even after the two performances. The dinosaur kickoff event had about 450 attendees, the Foam Party had about 400 people.

Young Adult - Librarian Autumn Topping reported that participation is slightly higher than last year, with approximately 135 new teen registrants. While not all participants are tracking their reading through Beanstack, those who are have logged more than 90,000 pages read. Librarian Topping also introduced "Genre Reading BINGO" to encourage participants to explore genres outside their usual reading preferences. Teen programs have been well attended and have included Juggling, Canines and Cookies, Jurassic Cupcake Wars, and Culture Café: Pennsylvania. Upcoming programs include Henna, Genealogy, and Taiko.

Adults – Library Manager Hjorting reported that the Adult Summer Reading Program has been very successful, with approximately 280 new participants registered. Director Van Haren commended the team for providing high-quality programs and noted that the caliber of programming has continued to improve over the years, attracting more people to the library. Staff are also exploring the possibility of bringing Lucha Libro, a literary-themed wrestling entertainment program, to the 2027 Summer Reading Program kickoff.

9. Unfinished Business – President - no committees

a) **Trustee Attendance at Public events** – Trustee Gonzalez and Trustee Krysta Ayres attended the town’s Red, White and Boom event on July 4th.

b) **National Trustee News Items** – none

c) **Attendance at Prescott Valley Public Library Events and Programs** – none

d) **Library Staff Appreciation** – President Rauls confirmed that she provided ice cream treats for staff on May 27 and had been reimbursed by Secretary Lawson for the expense. Discussion followed regarding providing another staff appreciation event in August or September. In recognition of National Library Card Sign-up Month, the Board agreed to plan an event for September. Further discussion will continue at next month's meeting.



10. New Business

a) Election of FY26-27 Officers:

- **President** - Trustee Boles nominated Trustee Lawson for President. Trustee Lawson nominated Trustee Boles. Both declined. Trustee O'Brien nominated *President Rauls* for re-election, Trustee Lawson seconded, all approved.
- **Vice President** - Trustee Gonzalez nominated *Trustee O'Brien*, Trustee Boles seconded, all approved.
- **Secretary** - Trustee Boles nominated *Secretary Lawson*, Trustee Gonzalez seconded, all approved.
- President Rauls reminded the Board that there is an immediate opening for one more Trustee. She asked if anyone knew someone who would be a good candidate for the position. They need to be a Prescott Valley resident.

b) Review of proposed Bylaws and Agenda updates - Director Van Haren shared that some language needed to be updated as well as agenda items could be reduced or consolidated. Printed copies of the revision suggestions were included with Agenda Packets for this meeting. Bylaw review is part of the Bylaws.

- **Agenda** - The Board reviewed the bylaws and agenda and approved the following revisions: remove "Record Volunteer Hours" under Roll Call, as volunteer hours may be entered through the My Impact app or website; retain the 5-minute speaking limit for Call to the Public on the agenda; change "Library Visitation" to "Library Impact Moment"; and remove the term "non-controversial." Trustee O'Brien moved to approve the agenda as amended. Trustee Gonzalez seconded the motion, which passed unanimously by voice vote.
- **Bylaws** - President Rauls asked whether Board elections could be held in June if no meeting is held in July. Director Van Haren confirmed that elections may be held in June, with new officers assuming their positions in August. If a quorum is not present at the June meeting, the elections will be postponed until the August meeting. In accordance with the bylaws, current officers remain in their elected positions until the next meeting at which a quorum is present. Trustee Boles requested additional time to review the proposed bylaw changes. The Board agreed to review the proposed revisions and continue the discussion at



the August 4 meeting. Bylaw and agenda review will be added to the next meeting's agenda under Unfinished Business.

c) **United for Libraries Virtual Day** - Tuesday, July 28, 2026, from 8:00 a.m. to 1:00 p.m. PT.

The Auditorium has been reserved for those wishing to attend together. The sessions are expected to be archived for later viewing. Administrative Manager Cody will distribute the event schedule and request RSVPs from Board members to determine whether a quorum will be present. If it is anticipated that a quorum of the Board will attend, the event will be publicly noticed as required by the Arizona Open Meeting Law.

11. Requests for Agenda Items for August 4, 2026, Meeting

- Bylaw and Agenda update
- Library staff appreciation discuss day and plan
- United for Libraries post-event discussion

12. Adjournment

President Rauls called for a motion to adjourn. Trustee Boles moved to adjourn, and Trustee Gonzalez seconded. The motion passed unanimously. The meeting was adjourned at 6:18 p.m.

Respectfully Submitted,

Jim Lawson, Secretary

Faith Cody, Administrative Services Manager



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 08/04/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Library Monthly Report

Attachments

Library Monthly Report

June 2026

Program	June '25	June '26	% Change (month)	YTD FY 24-25	YTD FY 25-26	% Change (Fiscal Year)
Circulation:						
Books - Adult	6161	6393	4%	71929	71761	0%
Books - Children	7053	7576	7%	72020	70772	-2%
Books - Young Adult	1208	1392	15%	10694	13032	22%
Audiobooks - Adults	459	273	-41%	4882	4050	-17%
Audiobooks - Children	113	161	42%	871	1042	20%
DVDs - Adult	4527	4207	-7%	51226	52075	2%
DVDs - Children	783	733	-6%	8927	8608	-4%
Music - Adult	136	146	7%	1825	2478	36%
Music - Children	29	35	403%	262	317	21%
Video Games - Young Adult	105	130	24%	828	1225	48%
Other Materials (ie., Hotspots, LOT, kits)	545	511	-6%	5409	5698	5%
Electronic Books	2740	2389	-13%	30775	30852	0%
Electronic Audiobooks	3264	3697	13%	35833	40696	14%
Renewals	11019	11020	0%	139219	138980	0%
Total Circulation	38142	38663	1%	434700	441586	2%
Library Activity:						
Checkouts	21411	21657	1%	224153	226366	1%
Work Station & Book Sorter Checkins	42160	42288	0%	474435	475646	0%
Days Open	30	30	0%	351	352	0%
Hours Open	246	252	2%	2869	2896	1%
Library Patrons (Door Count)	15859	16741	6%	203853	187316	-8%
Drive-up Patrons	243	239	-2%	2879	2778	-4%
Average Circulation Per Hour	155	153	-1%	1817	1833	1%
Average Traffic Count Per Day	537	566	5%	7070	6324	-11%
New Patron Registration	339	346	2%	3209	3503	9%
Patron Computer Usage	2084	1830	-12%	26846	23993	-11%
Program Attendance - Adult	355	408	15%	4005	4018	0%
Program Attendance - Children	795	1812	128%	6442	10727	67%
Program Attendance - Young Adult	105	164	56%	1815	2346	29%
Program Attendance - Outreach	606	421	-31%	4638	4081	-12%
Homebound Book Deliveries	128	43	-66%	782	1242	59%
Research & Information Inquiries	1715	1138	-34%	16852	10751	-36%
Volunteer Hours	681	735	8%	7037	8639	23%
Number of Volunteers	74	59	-20%	784	916	17%
Online Catalog Searches	33302	54094	62%	698613	586087	-16%
Filled Holds	4130	3084	-25%	40528	36772	-9%
Drive-up Window Filled Holds	853	784	-8%	8885	8389	-6%
Items Loaned to Yav County Libraries	2645	2669	1%	32786	33325	2%
Items Borrowed from Yav County Libraries	3794	4126	9%	47913	48279	1%
Materials Added	637	1095	72%	13498	12516	-7%
Inter-Library Loans Requested	85	66	-22%	795	1018	28%
Inter-Library Loans Borrowed	18	13	-28%	300	215	-28%

Prescott Valley Public Library Mission Statement: Compassionate and knowledgeable library staff welcome, enrich, and inspire all in our community to learn and grow together.

June 2026

	Total Library Usage	Computer Usage	Wi-Fi Usage	Wi-Fi Sessions	Number of Programs				Total Program Attendance
					Adult	Youth	Teen	Outreach	
July	17028.3	2266	136065	136065	24	13	14	5	1842
August	16785.2	2700	4341	276493	25	14	13	9	986
September	16481.5	2420	2667	261353	34	26	12	11	1541
October	15698	2219	2811	280517	54	33	15	14	1863
November	13290	1723	2023	282068	42	23	11	8	1163
December	14386	1697	2068	309886	40	22	9	10	1231
January	16025	1924	2318	315153	51	28	15	12	1863
February	14773	1776	2278	288113	38	30	12	11	1910
March	16542	1944	2663	305161	44	34	12	12	1907
April	16359	1773	2559	291081	42	32	11	15	1849
May	15746	1721	2361	285368	39	15	18	13	2029
June	16980	1830	2322	316174	38	23	15	6	2805
FY Total	190094	23993	164476	3347432	471	293	157	126	20989

Prescott Valley Public Library Mission Statement: Compassionate and knowledgeable library staff welcome, enrich, and inspire all in our community to learn and grow together.



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 08/04/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Review of Proposed Bylaws and Agenda Updates

Attachments

Proposed Bylaws



PRESCOTT VALLEY PUBLIC LIBRARY PRESCOTT VALLEY, ARIZONA BYLAWS

ARTICLE I

On June 26, 1980, the Town Council (Council) of the Town of Prescott Valley (Town) voted to create the Prescott Valley Public Library (Library). In accordance with Arizona Revised Statutes ARS §9-414, the Council voted on July 24, 1980, to form a Library Board of Trustees (Board) and to begin accepting applications for membership. On September 2, 1980, Town Manager

Fred Carpenter met with the newly appointed Board members and assisted them in their initial organization. In accordance with ARS §9-415, the Board has had the charge of the Library interest.

As appointed by the Council, the Board shall consist of seven (7) members who are residents of the Town (Members) and library patrons. One of the members of the Board must be a high school or homeschooled student ages 14-18 or in grades 9-12. The student member's term ends upon completion of high school. The student member has the same rights and privileges as other members. Before interviewing for a trustee position, all applicants must attend a Library Board of Trustees meeting. Terms of Members shall be three (3) years from July-August, 1 in the year of their appointment, and Members may succeed themselves for additional terms. Members and their replacements shall be appointed by the Council in accordance with the procedures established by the Council from time to time. Members of the Library Board shall not serve on other Town Boards or serve as an officer on the Friends of the Prescott -Valley Public Library.

ARTICLE II

Regular Board meetings are scheduled for the first Tuesday of each calendar month (except July and December) at a regular time established from time to time by vote of the Members by the Board.

Meetings may be rescheduled or canceled when necessary, including when a quorum is not available, provided all notices and procedures comply with Arizona Open Meeting Law and applicable Town requirements.

A quorum shall consist of a majority of the total Board membership, which is four (4) Members. No official action may be taken without a quorum.

Special meetings may be called by the President or upon written request signed by at least four (4) Members. Special meetings shall be noticed and conducted in accordance with Arizona Open Meeting Law and applicable Town procedures, and shall require a quorum for the transaction of business.

"Robert's Rules of Order, Newly Revised" may be used as a parliamentary resource in conducting meetings, provided such rules do not conflict with Arizona Open Meeting Law, Town Code, these bylaws, or other applicable legal requirements.

Board meetings may be rescheduled if there is no quorum. A quorum consists of a majority

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~~of the total Board, i.e., four (4) Members. Special Board meetings may be held at such other times as may be called for by the President or by a written request signed by at least four (4) Members. Such members shall conform to the Arizona Open Meeting Law. Such meetings shall require a quorum of Members. "Robert's Rules of Order, Newly Revised" will be used as a resource in conducting meetings.~~

Nomination and election of Officers shall be conducted annually.

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Officers shall be elected annually at the regular June meeting. Officers elected in June shall begin serving at the next regular meeting following the July recess, unless otherwise directed by the Board.

If an officer position becomes vacant during the year, the Board may elect a replacement at any regular or special meeting, provided the election is properly listed on the posted agenda. The officer elected to fill a vacancy shall serve for the remainder of the unexpired term.

The election of officers shall be conducted in accordance with these bylaws, Arizona Open Meeting Law, and applicable Town procedures.

~~Typically, the Board will nominate Officers in the regularly scheduled July meeting and elect Officers in the same meeting.~~

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Committees of Members may be appointed from time to time by the President and shall meet as deemed necessary by a majority of the Committee.

Committees shall comply with Arizona Open Meeting Law when applicable and shall report recommendations to the full Board for discussion or action.

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ARTICLE III

A. The qualifications and duties of the Officers of the Board are as follows:

1. **President-** The President should possess strong leadership skills, be knowledgeable of State and local laws regarding libraries, have a good working relationship with the Library ~~Manager~~Director, and have the ability and willingness to donate time and energy to achieving the mission and goals of the Library.

The President calls and presides over all Board meetings and prepares an agenda in consultation with the Library Administrative ~~Assistant~~Team. The President also establishes an atmosphere and procedure in meetings so that everyone has a chance to be heard.

The President also -

Appoints permanent and temporary Committees for specific assignments and monitors their effectiveness.

The President may serve as spokesperson for the Board when authorized by the Board or when communicating official Board actions, positions, or information. In doing so, the President shall accurately represent the official action or direction of the Board and shall distinguish personal opinions from Board positions.

The President may serve on local, regional, state, or national task forces, committees, or advisory groups when such service supports the mission, vision, and goals of the Library and does not conflict with the President's duties, the Board's role, Town policies, or applicable law.

Serves as spokesperson for the Board (reflecting the consensus of the Board) . May serve on local, regional, or national task forces and committees, as long as it is not in conflict with the mission and vision of the Library.

Works closely with the Library ~~Manager~~Director and ~~staff~~Library Administrative Team between meetings and on special issues.

Works closely with the Secretary and other Members to ensure follow-up to correspondence.

The President serves as one member of the Board. Except for the specific duties assigned to the President in these bylaws, applicable Town procedures, or by official Board action, the President shall not act independently on behalf of the Board or make policy, budget, personnel, operational, or other Board decisions unilaterally.~~Note: The President is only one member of the Board and cannot make policy, budget, or other decisions unilaterally outside of the specific duties set forth herein.~~

2. **Vice President** - The Vice President should possess the same leadership skills as the President .

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The Vice President conducts meetings and handles Board business in the absence of the President.

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The Vice President presides whenever the President temporarily vacates or steps down from the position.

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The Board may delegate to the Vice President from time to time the responsibility for monitoring activities of one or more Committees.

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3. **Secretary** - The Secretary should possess significant knowledge of the organization of

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Bylaws



the Library, take accurate and comprehensive notes and minutes (in the absence of the Administrative Assistant), possess the ability to draft necessary letters, and possess good organizational skills.

The Administrative Assistant issues all calls or notices of meetings for the Board and Committees.

The Secretary also -

Edits the official minutes of all Board and Committee meetings in cooperation with the ~~Administrative Assistant for the Library~~ Library Administrative Team.

~~Maintains attendance records for Board meetings and calls or records the roll when necessary. Prepares roll call lists and calls the roll when necessary.~~

Presides at meetings when the President and Vice President are not present. Assists the President with parliamentary procedures.

Brings and reads as requested necessary material at meetings. These materials include the Trustee Handbook and Robert's Rules of Order, Newly Revised. From time to time the President may request other materials be brought.

Records in official Board minutes (in the absence of the ~~Library Administrative Team Assistant~~) the names of all Committee members as appointed.

Authenticates by signature all official records and documents.

Handles all correspondence and distribution of mail (with the assistance of the Library staff).

~~Follows through to ensure that all correspondence requiring replies has been answered.~~

~~The Secretary may assist with Board-related correspondence and communications as directed by the Board, in coordination with the Library Director or designee and in accordance with applicable Town procedures. The Board may delegate to the Secretary from time to time the responsibility for placing notices, stories, or other material in organizational newsletters.~~

Reconciles the Trustee's petty cash.

~~Due to the administrative nature of the Secretary's duties, Library staff may assist with the preparation, distribution, filing, and retention of meeting materials, minutes, records, and other Board-related documents. The Secretary shall work closely with the Library Director or designee to ensure Board records are accurate, complete, and maintained in accordance with Arizona Open Meeting Law, Town procedures, and applicable records retention requirements. Note: Since the duties of a Secretary are numerous, Library staff may assist in handling the paperwork, and the Secretary should work closely with the Library Management in this regard.~~

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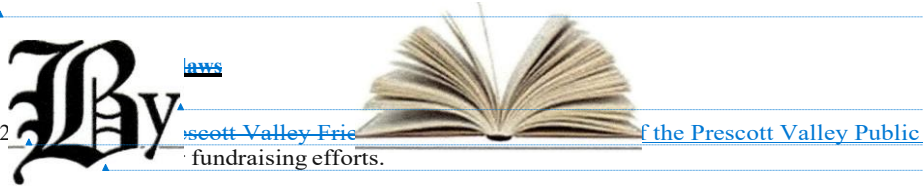
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B. The general duties of Members are as fo-llo-w-s:

1. ~~Determine and adopt written rules, policies and regulations to govern the operation of the Library.~~ Serve as informed advocates for the Prescott Valley Public Library and support the Library's mission, services, programs and role within the community.

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3. Know the programs and needs of the Library in relation to the community. Stay informed about Library programs, services, community needs, and the Library's role within the Town.
4. Keep abreast of national library standards and trends. Stay informed about public library standards, trends, advocacy issues, intellectual freedom, technology, funding and emerging community needs.
5. Support Library programs, services, partnerships, and outreach efforts by serving as informed ambassadors for the Library. Support Library programs and participate in promoting library services.
6. Make reasonable efforts to attend Library programs, Friends of the Library events, Town events, and other community activities in order to remain informed about Library services, community needs, and the Library's impact. Have general knowledge of local and state laws relating to libraries.
7. Actively support appropriate library legislation in the state and nation.
8. Attend Board meetings and notify the President and the Administrative Assistant of planned absences. If a Board member misses three consecutive Library Board of Trustee meetings without prior notice or reasonable cause, the Board member will be contacted by the Library Board President to discuss his/her/their ability to serve out their term/continue serving. The Board may vote to re-recommend replacement of such a Member by the Town Council.
9. When appropriate, Attend regional, state or national trustee meetings and workshops. (Funding available with approval of the Library management Director.)
Have general knowledge of the services, resources, partnerships, and support available through the Yavapai County Free Library District, Arizona State Library, Yavapai Library Network, and other library or community organizations that support the Library's mission and services
10. Have general knowledge of the services of the County and State libraries.
11. Review agenda materials and reports in advance of meetings in order to be prepared for discussion and possible action.
12. Assist the President and Board in identifying and establishing committees or work groups as needed, in accordance with these bylaws, Arizona Open Meeting Law, Town procedures, and applicable legal requirements. Assist the President in establishing needed Committees.
13. Work collaboratively and make reasonable efforts to reach consensus when appropriate. When consensus cannot be reached, the Board shall act by vote in accordance with these bylaws, Arizona Open Meeting Law, and applicable Town procedures. Once a decision is made, members shall respect the official action of the Board, while retaining the right to express individual viewpoints in a manner that is respectful, accurate, and clear that they are not speaking on behalf of the Board unless authorized to do so. Attempt to achieve a consensus in decision processes but, if unable to do so,

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~~I abide by the majority opinion.~~

~~13-14.~~ Fund, create, and carry out events to show Library staff appreciation. Financial contribution is not required of any member .

~~14-15.~~ Membership in the Friends of the Prescott Valley Public Library is encouraged.

~~15-16.~~ On February 13, 2025, the Town Council approved a Code of Conduct and Statement of Values that applies to all board, commission ~~—~~ or committee members (as amended from time to time).

ARTICLE IV

A. The duties and responsibilities of the Library ~~Management Director~~ are as follows:

I. ~~Act Serve~~ as ~~the professional and~~ technical advisor to the Board, including recommending ~~needed Board~~ policies, procedures, and priorities needed to support effective Library services.

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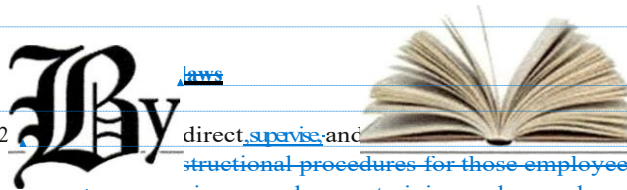
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2. ~~direct, supervise and~~ direct, supervise and ~~employees and develop proper~~ employees and develop proper ~~instructional procedures for those employees' success. Library~~ operations, services, employees, training and procedures.

3. Carry out Board policies and applicable Town policies, procedures, and directives.

4. ~~Propose implement, and evaluate plans for improving, expanding, and sustaining Library services in~~ Propose implement, and evaluate plans for improving, expanding, and sustaining Library services in ~~response to community needs and carry out plans for extending Library services.~~

~~5.4.~~

6.5. ~~Prepare regular reports on the Library's operations, service trends, community impact,~~ Prepare regular reports on the Library's operations, service trends, community impact, ~~accomplishments, challenges, and future needs. current progress and future needs.~~

7.6. ~~Maintain active communication, marketing and public relations, and community~~ Maintain active communication, marketing and public relations, and community ~~engagement efforts~~ engagement efforts ~~for all programs and events.~~

8.7. ~~Prepare and administer the Library budget annual budget based on~~ Prepare and administer the Library budget annual budget based on ~~Library key priorities, operational needs, and Council~~ Library key priorities, operational needs, and Council ~~recommendations and submit as approved by Council. Town~~ recommendations and submit as approved by Council. Town ~~procedures and Council direction.~~

9.8. ~~Maintain general knowledge of local, state, and federal laws, regulations, and standards relating to~~ Maintain general knowledge of local, state, and federal laws, regulations, and standards relating to ~~public libraries and municipal operations. Be familiar with local and state laws relating to~~ public libraries and municipal operations. Be familiar with local and state laws relating to ~~libraries.~~

10.9. ~~Support appropriate library legislation, advocacy efforts, and professional initiatives that advance~~ Support appropriate library legislation, advocacy efforts, and professional initiatives that advance ~~public library service, access, and community benefit. Actively support appropriate library~~ public library service, access, and community benefit. Actively support appropriate library ~~legislation in the state and nation.~~

14.10. ~~Oversee the selection, acquisition, management, and withdraw of Library materials~~ Oversee the selection, acquisition, management, and withdraw of Library materials ~~and resources in accordance with approved Library policies, professional standards, and~~ and resources in accordance with approved Library policies, professional standards, and ~~applicable law. ordering of Library materials~~

12.11. ~~Attend all Board meetings and present appropriate reports in person or~~ Attend all Board meetings and present appropriate reports in person or ~~through a designee.~~

13. ~~Participate in appropriate state, regional, and national professional organizations, meetings,~~ Participate in appropriate state, regional, and national professional organizations, meetings, ~~workshops, and training opportunities as resources allow. Affiliate with appropriate state~~ workshops, and training opportunities as resources allow. Affiliate with appropriate state ~~and national professional organizations and attend professional meetings and~~ and national professional organizations and attend professional meetings and ~~workshops.~~

~~12.~~

14. ~~Make use of the services and consultants of the Arizona State Library, Yavapai~~ Make use of the services and consultants of the Arizona State Library, Yavapai ~~County Free Library District and Yavapai Library Network, and other appropriate~~ County Free Library District and Yavapai Library Network, and other appropriate ~~organizations.~~

~~13.~~

15. ~~Provide regular reports and updates to the Board, Town officials, and the public, as appropriate,~~ Provide regular reports and updates to the Board, Town officials, and the public, as appropriate, ~~regarding Library services, needs, priorities, accomplishments, challenges, and community impact, in~~ regarding Library services, needs, priorities, accomplishments, challenges, and community impact, in ~~accordance with applicable Town procedures. Report regularly to Town officials and to the~~

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~~general public.~~

14. ~~Assist the Library in its strategic planning.~~

15. Lead and support Library strategic planning, including the development, implementation, and evaluation of goals, priorities, and service outcomes.

16. Ensure that Library operations are managed by Library staff under the direction of the Library Director. Individual Board members shall not direct staff, assign work, or manage daily Library operations.

ARTICLE V

The format for a regular meeting of the Board shall generally be:

1. Call to Order

2. Roll Call ~~and recording of volunteer hours~~ Secretary

3. ~~Library Staff visitation/presentation~~ Library Impact Moment

4. ~~Review of previous meeting minutes~~ Consent Agenda

5. ~~Correspondence~~ Secretary

6. Call to Public

7. Friends of the Prescott Valley Public Library Report

8. ~~Library Report: Operations, Trends, and Strategic Priorities~~

9. ~~Management Report Budgets, Grants, Monthly Report, Security Library~~

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8. ~~Bylaws~~ ^{laws}
9. ~~Moment~~



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10. Unfinished Business - President
 - (a) ~~Trustee Attendance at Public Events~~
 - (b) ~~National Trustee News Items~~
 - (c) ~~Attendance to Prescott Valley Public Library Events and Programs~~
 - (d) ~~Library Staff Appreciation~~
11. New Business
12. Requests for agenda items for next meeting
13. Adjournment

Scheduled presentations may be placed on the agenda when appropriate and shall be noticed in accordance with Arizona Open Meeting Law and applicable Town procedures. This provision does not limit the public's ability to address the Board during Call to the Public.

Any public appearance may be inserted in the appropriate order of the agenda. Such public appearances must first be requested in writing to the President in order to be included in the Open Meeting public notice at least 24 hours before the meeting is scheduled.

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Article VI
Bylaw Review

The Library Board of Trustees shall review these bylaws at least every three years, or sooner if needed due to changes in law, Town policy, Board structure, Library operations, or other circumstances affecting the Board's duties and responsibilities.

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Kell Palguta, Mayor

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Attest:

Fatima Hernandez, Town Clerk

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Approved as to Form:



Ivan Legler, Town Attorne

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