



TOWN OF PRESCOTT VALLEY MEETING NOTICE

LIBRARY BOARD OF TRUSTEES AGENDA SEPTEMBER 1, 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 September 1, 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 August 4, 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:**
 - a. Budgets**
 - b. Grants**
 - c. Library Monthly Report**
 - d. Security**
 - e. Other Library Management**
- 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**
- 11. **NEW BUSINESS**
 - 12. **REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING**
 - 13. **ADJOURNMENT**



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 09/01/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

**SUBJECT: Meeting Minutes of August 4, 2026 Consideration & Possible Action
(Approve)**

Attachments

LBOT August 4 2026 Draft Meeting Minutes

DRAFT



**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING**

Library Crystal Room, 3rd Floor
7401 E. Skoog Blvd., Prescott Valley, Arizona 86314, at 5:30pm

**MEETING MINUTES
August 4, 2026**

1. CALL TO ORDER

President Karen Rauls called the meeting to order at 5:30pm.

2. ROLL CALL AND RECORDING OF VOLUNTEER HOURS - Secretary

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

Absent: Lisa Gonzalez, Trustee

3. LIBRARY STAFF VISITATION

Library Director, Casey Van Haren; Library Technical and Support Services Manager, Joslyn Joseph; Library Admin Services Manager, Faith Cody.
Reports discussed under Management Report.

4. APPROVAL OF MINUTES

a. Meeting Minutes of July 7, 2026 Consideration & Possible Action (Approve)

Motion by Trustee Krysta Ayres, seconded by Secretary Jim Lawson to approve the Meeting Minutes of July 7, 2026.

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

5. CORRESPONDENCE - Secretary

No correspondence to report.

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.

No member of the public requested to speak.

7. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT

Friends of the Library President Diane Jordan reported that the Friends donated \$28,775 to the library during Fiscal Year 2026. The July Children's Book Sale exceeded last year's sales by approximately \$700. The DVD Sale, which began August 3, is going well and may continue for one to two weeks. Item prices have been adjusted, with magazines now \$0.50 and all prices ending in zero. eBay sales totaled \$2,982 from approximately 150 sales, with 10–15 items listed weekly.

8. MANAGEMENT REPORT: Budgets, Grants, Monthly Report, Security - Library Management

Budget – Library Director Casey Van Haren reported that the library team is addressing financial issues related to finance staff changes and updated processes.

Grants – State grants have been received and project codes established. The Bookmobile Grant will fund a vehicle wrap and new books. The Community Resource Grant will continue support for Resource Specialist Heidi and her work with community members.

Security – Library Manager Joslyn Joseph reported that one security staff member is on vacation. With school starting, Security is prepared to review library rules with students visiting after school.

Library Management – The Summer Reading Program had 783 youth participants who recorded 567,236 reading minutes, representing a 67% increase in participation. The new town-wide Agenda Quick software will provide trustees with meeting packets electronically; printed packets will no longer be routinely provided. Staff can assist with printing as needed. The

system is also the town's preferred method for board communications. Director Van Haren will meet with Human Resources to review Compensation and Classification Study recommendations. The part-time Administrative Specialist II position has closed, and applications are being reviewed, with interviews expected to begin within the next few weeks.

a. Library Monthly Report

No questions.

9. TRUSTEE COMMITTEE REPORTS

No committees.

10. UNFINISHED BUSINESS - President

a. Trustee Attendance at Public Events

Trustee Ann Boles reported working the election and volunteering with Parks & Recreation for Shark Week. President Rauls shared highlights from her visit to Plymouth District Library in Michigan and brought back its newsletter for PVPL librarians. She also attended the Apache Junction Library celebration and purchased books through the PVPL Friends of the Library book sale. Trustee Debbie O'Brien noted that she purchases books from the Friends' bookstore for her husband's piano students to enjoy while waiting for lessons. Trustee Boles also reported success with seeds from the PVPL Seed Library.

b. National Trustee News Items

None.

c. Attendance at Prescott Valley Public Library Events and Programs

None.

d. Library Staff Appreciation

Secretary Lawson reported that the Board account balance is \$19. The Board agreed to hold the staff appreciation event on October 28, when most staff will be working. Details will be finalized in September.

e. Review of Proposed Bylaws and Agenda Updates

The Board reviewed the Bylaws article by article and discussed proposed language updates and consolidations. Director Van Haren will purchase *Robert's Rules of Order, Newly Revised* for Board reference. The Board

approved the updated Bylaws unanimously. Director Van Haren will incorporate the changes and forward them to Legal for review.

Motion by Trustee Ann Boles, seconded by Trustee Krysta Ayres

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

11. NEW BUSINESS

- a.** United for Libraries Virtual Day July 28, 2026, Post-Event Discussion Trustee Boles, Trustee Ayres, and President Rauls attended the July 28, 2026, United for Libraries ALA virtual conference. Trustees found the sessions informative, particularly *How to Be the Best Trustee You Can Be*, which emphasized community engagement, self-evaluation, and advocacy for the library. Trustee Ayres reported it to be an informative experience that helped her to understand the Trustee's role better. The Board discussed a possible trustee retreat; Director Van Haren will consult Town Legal regarding open meeting requirements and whether an executive session would be appropriate.

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

- a) Librarian Christy to present about the Summer Reading Program
- b) Executive Session follow-up
- c) Staff Appreciation planning

13. ADJOURNMENT

Motion by Secretary Jim Lawson, seconded by Vice President Debbie O'Brien to adjourn the meeting at 6:22pm.

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Krysta Ayres, Secretary Jim Lawson

Other: Trustee Lisa Gonzalez (ABSENT)

5 - 0 Passed

APPROVED:

Jim Lawson, Secretary

CERTIFICATION I hereby certify that the foregoing are the true and correct minutes of the Prescott Valley Library Board of Trustees meeting held on August 4, 2026. I further certify that a quorum was present.

Dated this September 1, 2026.

Faith Cody, Administrative Services Manager



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 09/01/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Library Monthly Report

Attachments

July 2026 Monthly Rpt

July 2026

Program	July '25	July '26	% Change (month)	YTD FY 25- 26	YTD FY 26- 27	% Change (Fiscal Year)
Circulation:						
Books - Adult	6890	6428	-7%	6890	6428	-7%
Books - Children	6964	7169	3%	6964	7169	3%
Books - Young Adult	1221	1368	12%	1221	1368	12%
Audiobooks - Adults	392	298	-24%	392	298	-24%
Audiobooks - Children	106	86	-19%	106	86	-19%
DVDs - Adult	4925	4325	-12%	4925	4325	-12%
DVDs - Children	805	674	-16%	805	674	-16%
Music - Adult	332	126	-62%	332	126	-62%
Music - Children	50	32	-36%	50	32	-36%
Video Games	116	135	16%	116	135	16%
Other Materials (ie., Hotspots, LOT, kits)	586	510	-13%	586	510	-13%
Electronic Books	2766	2639	-5%	2766	2639	-5%
Electronic Audiobooks	3369	3620	7%	3369	3620	7%
Renewals	12596	12982	3%	12596	12982	3%
Total Circulation	41118	40392	-2%	41118	40392	-2%
Library Activity:						
Checkouts	21625	20876	-3%	21625	20876	-3%
Work Station & Book Sorter Checkins	44784	41966	-6%	44784	41966	-6%
Days Open	30	29	-3%	30	29	-3%
Hours Open	254	246	-3%	254	246	-3%
Library Patrons (Door Count)	16785	15809	-6%	16785	15809	-6%
Drive-up Patrons	243	231	-5%	243	231	-5%
Average Circulation Per Hour	162	164	1%	162	164	1%
Average Traffic Count Per Day	415	553	33%	415	553	33%
New Patron Registration	317	292	-8%	317	292	-8%
Patron Computer Usage	2266	1922	-15%	2266	1922	-15%
Program Attendance - Adult	159	363	128%	159	363	128%
Program Attendance - Youth	725	1364	88%	725	1364	88%
Program Attendance - Young Adult	146	247	69%	146	247	69%
Program Attendance - Outreach	812	777	-4%	812	777	-4%
Homebound Book Deliveries	155	65	-58%	155	65	-58%
Research & Information Inquiries	897	690	-23%	897	690	-23%
Volunteer Hours	762.34	411	-46%	762.34	411	-46%
Number of Volunteers	84	52	-38%	84	52	-38%
Online Catalog Searches	32415	35309	9%	32415	35309	9%
Filled Holds	3307	3691	12%	3307	3691	12%
Drive-up Window Filled Holds	768	739	-4%	768	739	-4%
Items Loaned to Yav County Libraries	2951	2616	-11%	2951	2616	-11%
Items Borrowed from Yav County Libraries	4017	4346	8%	4017	4346	8%
Materials Added	264	761	188%	264	761	188%
Inter-Library Loans Requested	79	54	-32%	79	54	-32%
Inter-Library Loans Borrowed	10	25	150%	10	25	150%

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

July 2026

	Total Library Usage	Computer Usage	Wi-Fi Usage	Wi-Fi Sessions	Number of Programs				Total Program Attendance
					Adult	Youth	Teen	Outreach	
July	16040	1922	2338	520467	38	30	21	7	2751
August									
September									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FY Total	16040	1922	2338	520467	38	30	21	7	2751