TOWN OF PRESCOTT VALLEY MEETING NOTICE

LIBRARY BOARD OF TRUSTEES AGENDA
NOVEMBER 3, 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 November 3, 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.



LIBRARY BOARD OF TRUSTEES
AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL - Secretary**

3. **LIBRARY IMPACT MOMENT**

4. **CONSENT AGENDA**

a. Meeting Minutes of October 6, 2026 Consideration & Possible Action (Approve)

5. **CALL TO 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.

6. **FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT**

7. **LIBRARY REPORT: Operations, Trends, and Strategic Priorities**

a. Attendees of the AzLA Conference - share highlights
b. Staff Training Day

c. **Library Monthly Report**

8. **TRUSTEE LEARNING MOMENT**

9. **TRUSTEE COMMITTEE REPORTS**

10. **UNFINISHED BUSINESS - President**

11. **NEW BUSINESS**

12. **REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING**

13. **ADJOURNMENT**

ITEM NO. 4a

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/03/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Meeting Minutes of October 6, 2026 Consideration & Possible Action (Approve)

Attachments

Oct 2026 Min

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Library Crystal Room, 3rd Floor
7401 E. Skoog Blvd., Prescott Valley, Arizona 86314, at 5:30pm

---

MEETING MINUTES
October 6, 2026

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

1. CALL TO ORDER

Meeting was called to order at 5:30pm by President Karen Rauls. President Rauls named Vice-President Debbie O'Brien acting Secretary for this meeting.

2. ROLL CALL — Secretary

New Trustee Caroline Koons was welcomed by the Board and Staff, followed by introductions from those present. Trustee Koons shared a brief introduction, noting that she has been a resident of Prescott Valley for approximately four years and is the parent of a four-year-old child, who is one of the reasons she visits the library, along with her own love of books. Trustee Koons also shared that she teaches in the Writing Center at Embry-Riddle Aeronautical University.

3. LIBRARY IMPACT MOMENT

a. Introduce new library staff: Alex Campo and Angie Poland.

Alex Campo is the Library's new part-time Library Assistant. A lifelong area resident, Alex has always loved the Library and its role in the community. Since joining the Library a

couple of months ago, she has developed an even greater appreciation for its mission and services and is happy to be part of the team.
Angie (or Angela) **Poland** is the Library's new part-time Library Administrative Specialist. An Arizona resident since age two, Angie has lived in the Prescott Valley area for 26 years. She is an Air Force veteran and spent 18 years working for Yavapai College. The Library has always been special to Angie, especially while raising her children and attending story times and programs. She is excited to join the Library and looks forward to working with the Board.

4. CONSENT AGENDA

Motion by Trustee Ann Boles, seconded by Trustee Lisa Gonzalez

AYE: President Karen Rauls, Vice President Debbie O'Brien, Trustee Ann Boles, Trustee Lisa Gonzalez, Trustee Caroline Koons

Other: Trustee Krysta Ayres (ABSENT), Secretary Jim Lawson (ABSENT)

5 - 0 Passed

a. Meeting Minutes of September 8, 2026 Consideration & Possible Action (Approve)

5. **CALL TO 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 was present.

6. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT

FOL Board President Diane Jordan reported that work on the 2027 budget will begin later this month. The FOL anticipates meeting its 2026 budget goal, due in large part to revenue from eBay sales, as well as success from book sales throughout the year. In November, the FOL will host a Holiday Puzzle and Book Sale featuring an abundance of holiday-themed items, which will be sold at regular prices. The FOL has also begun planning its annual holiday party, scheduled for December.

7. LIBRARY REPORT: Operations, Trends, and Strategic Priorities

Director Van Haren reported that the Library will be closed Monday, October 12, for Staff Training Day, covering situational training, process review, and team building. She also announced that she will serve as President-elect of the Arizona Library Association (AzLA), a position she previously held in 2023 before stepping down following her father's passing.

Manager Joseph provided updates on Bibliotheca's Automated Materials Handler (AMH) purchase and installation, which will include new RFID readers and self check out stations. Vendor selection is determined by the YCFLD consortium. In response to Trustee

Gonzalez's question, Manager Joseph confirmed that other network libraries share similar concerns regarding vendor communication, accuracy, and clarity.

Manager Joseph reported that Envisionware will be installed October 20, replacing GoPrint and Cybrarian. Staff training is scheduled for October 16 and 19, with computer downtime expected to be less than one day.

The Library's policy review is ongoing, including clarification of identification and eligibility requirements for library cards.

Manager Hjorting reported that September's Library Card Sign-up Month featured scavenger hunts for adults, teens, and youth, along with a limited-edition commemorative card for new registrants. The activities generated enthusiasm among staff and patrons.

a. Library Monthly Report

No questions about this report.

8. TRUSTEE LEARNING MOMENT

Director Van Haren provided updates to the Trustee Handbook. The By-Laws recently approved by the Board were subsequently approved by Town Council in September. Copies of the updated By-Laws were included in the meeting handouts. The Board of Trustees Handbook, along with the Vision, Mission, and Areas of Focus, was updated for distribution.

Director Van Haren highlighted the Vision, Mission and Areas of Focus for 2025 - 2028, which are formed by the Community Assessment conducted by the Library every three years. The feedback received helps guide the Library's priorities, including the Trustees' direction and allocation of funds.

Trustee Boles asked whether additional locations for a potential branch were being considered. Director Van Haren identified Quailwood, Viewpoint, and Stoneridge as prospective areas for future satellite locations, noting that these possibilities are part of the Library's 10-year Master Plan.

9. TRUSTEE COMMITTEE REPORTS

No committees to report.

10. UNFINISHED BUSINESS - President

a. Staff Appreciation Plan

Trustee Boles suggested establishing recurring staff appreciation events throughout the year that could be repeated annually to create a tradition of appreciation. The Board agreed to hold four staff appreciation events each year as follows: February: Potato Bar; May: Ice Cream; August: Back-to-School Snacks; November: Brownie Bar. The November staff

appreciation event for this year is scheduled for November 18. Trustees in attendance developed a list of items they plan to bring for the event.

11. NEW BUSINESS

No new business to report on.

12. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

1. Reminder of November Staff Appreciation Day
2. Facilities Use Policy for the entire town will be reviewed for revision. This revision will include updated language for Library meeting room usage.
3. Attendees of the the AzLA Conference this month will share highlights. Director Van Haren is co-presenting a session entitled: "Punk @$$ Book Jockies Fight the Power"

13. ADJOURNMENT

Trustee Gonzalez made a motion to adjourn, Vice President O'Brien seconded the motion. All in favor. Meeting adjourned at 6:18pm.

APPROVED:

_____
Debbie O'Brien, Acting 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 October 6, 2026. I further certify that a quorum was present.

Dated this _____, 2026.

_____
Faith Cody, Administrative Services Manager

ITEM NO. 7c

TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 11/03/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Library Monthly Report

Attachments

Sep 2026 Mnthly Rpt

September 2026

Program	September '25	September '26	% Change (month)	YTD FY 25-26	YTD FY 26-27	% Change (Fiscal Year)
Circulation:						
Books - Adult	5973	6448	8%	19396	18967	-2%
Books - Children	7097	6464	-9%	20108	19916	-1%
Books - Young Adult	913	1179	29%	3309	3892	18%
Audiobooks - Adults	318	216	-32%	1106	1060	-4%
Audiobooks - Children	86	79	-8%	262	225	-14%
DVDs - Adult	4646	4202	-10%	14225	12878	-9%
DVDs - Children	818	645	-21%	2423	1968	-19%
Music - Adult	200	207	4%	801	593	-26%
Music - Children	21	20	-5%	108	68	-37%
Video Games - Young Adult	99	96	-3%	331	329	-1%
Other Materials (ie., Hotspots, LOT, kits)	578	464	-20%	1655	1436	-13%
Electronic Books	2649	2037	-23%	8176	6986	-15%
Electronic Audiobooks	3233	2943	-9%	9962	9877	-1%
Renewals	13459	11818	-12%	38405	37757	-2%
Total Circulation	**40090**	**36818**	**-8%**	**120267**	**115952**	**-4%**
Library Activity:						
Checkouts	19918	19390	-3%	62312	59894	-4%
Work Station & Book Sorter Checkins	41331	41263	0%	127714	125095	-2%
Days Open	29	29	0%	90	89	-1%
Hours Open	242	242	0%	746	740	-1%
Library Patrons (Door Count)	16255.5	16446	1%	49570	48956	-1%
Drive-up Patrons	226	215	-5%	725	685	-6%
Average Circulation Per Hour	166	152	-8%	484	470	-3%
Average Traffic Count Per Day	568	575	1%	1524	1674	10%
New Patron Registration	285	294	3%	927	867	-6%
*Patron Computer Usage	2420	n/a	n/a	7386	n/a	n/a
Program Attendance - Adult	301	321	7%	677	989	46%
Program Attendance - Children	663	999	51%	1719	3055	78%
Program Attendance - Young Adult	184	221	20%	534	644	21%
Program Attendance - Outreach	393	304	-23%	1439	1605	12%
Homebound Book Deliveries	131	57	-56%	379	172	-55%
Research & Information Inquiries	1034	811	-22%	2801	2569	-8%
Volunteer Hours	660	382	-42%	2190.18	1483	-32%
Number of Volunteers	67	41	-39%	223	151	-32%
Online Catalog Searches	31659	29342	-7%	96470	97435	1%
Filled Holds	3382	4286	27%	10844	12353	14%
Drive-up Window Filled Holds	644	916	42%	2436	2513	3%
Items Loaned to Yav County Libraries	2418	2501	3%	7994	7724	-3%
Items Borrowed from Yav County Libraries	4209	4478	6%	12376	13201	7%
Materials Added	714	623	-13%	1211	1687	39%
Inter-Library Loans Requested	79	85	8%	234	209	-11%
Inter-Library Loans Borrowed	24	25	4%	49	73	49%

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

September 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	16940	0	2421	304202	35	17	12	9	1697
September	16661	0	2322	271882	34	33	13	12	1845
October									
November									
December									
January									
February									
March									
April									
May									
June									
FY Total	**49641**	**1922**	**7081**	**1096551**	**107**	**80**	**46**	**28**	**6293**

Notes:

* Data unavailable due to the discontinuation of Cybrarian.