



TOWN OF PRESCOTT VALLEY MEETING NOTICE

LIBRARY BOARD OF TRUSTEES AGENDA OCTOBER 6, 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 October 6, 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 - Secretary**
- 3. LIBRARY IMPACT MOMENT**
 - a. Introduce new library staff: Alex Campo and Angie Poland.
- 4. CONSENT AGENDA**
 - 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.
- 6. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT**
- 7. LIBRARY REPORT: Operations, Trends, and Strategic Priorities**
 - a. Library Monthly Report
- 8. TRUSTEE LEARNING MOMENT**
- 9. TRUSTEE COMMITTEE REPORTS**
- 10. UNFINISHED BUSINESS - President**
 - a. Staff Appreciation Plan
- 12. NEW BUSINESS**
- 13. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING**

14. ADJOURNMENT



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 10/06/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Meeting Minutes of September 8, 2026 Consideration & Possible Action
(Approve)

Attachments

Sept 2026 LBOT Min

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
September 8, 2026**

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

1. CALL TO ORDER

President Karen Rauls called the meeting to order at 5:32pm.

2. ROLL CALL AND RECORDING OF VOLUNTEER HOURS - Secretary

3. LIBRARY STAFF VISITATION

Library Operations Manager, Joslyn Joseph; Library Admin Services Manager, Faith Cody.
Reports discussed under Management Report.

4. APPROVAL OF MINUTES

a. Meeting Minutes of August 4, 2026 Consideration & Possible Action (Approve)

Meeting Minutes were updated to add clarification to item 10. Line a. President Rauls called for a motion to approve the minutes as updated.

Motion by Trustee Krysta Ayres, seconded by Trustee Ann Boles to approve the Meeting Minutes of August 4, 2026 as corrected.

AYE: President Karen Rauls, Trustee Ann Boles, Trustee Krysta Ayres, Trustee Lisa Gonzalez

Other: Vice President Debbie O'Brien (ABSENT), Secretary Jim Lawson (ABSENT)

4 - 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 was present.

7. FRIENDS OF THE PRESCOTT VALLEY PUBLIC LIBRARY REPORT

President of the Friends of the Library, Diane Jordan, provided a report read by Library Operations Manager Joslyn Joseph. The DVD sale in August was very successful. Over 35 boxes of movies were sold. eBay sales have reached 192 with a net amount of \$3,515. This is the most eBay sales the Friends have ever had. Next month the Friends will be working on the 2027 budget (FOL budget cycle is January through December.)

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

a. Budgets

Funds are in their correct accounts, POs are being set up and orders placed.

b. Grants

Funds have been received for the LSTA grants, allowing projects associated with the grants to be started. Heidi Tyler, Community Resource Specialist, funded by the Pathways to Support LSTA Grant will be moving out of state this month to be closer to her family. She helped to introduce the Library Managers to her successor, Sarah Twombly, who comes with a wonderful background in social work, hospice care, teen counseling, and counseling with victims of domestic abuse. In the coming months, we will have her at a Board meeting to introduce herself. Heidi has established a strong presence in the community and will be missed.

c. Library Monthly Report

No questions were raised about the July Monthly report.

d. Security

Operations Manager Joseph reported only minor issues with the young people coming into the library after school. They continue to be more manageable than in past years. Security personnel are staying ahead of issues by establishing relationships with the young people and maintaining Security staff's visibility within the facility.

e. Other Library Management

Operations Manager Joseph reported on the following:

Summer Reading results: **TEEN** - Teen Summer Reading had 138 participants who logged 127,145 reading minutes. Highlights included Jurassic Cupcake Wars, a juggling workshop, and a henna workshop. **YOUTH** — Youth Summer Reading welcomed 743 participants who logged 533,567 reading minutes. Youth Services hosted 48 events with 3099 total attendance, including the popular Fantastic Foam Party. **ADULT** — Adult Summer Reading had 344 participants, with nine programs drawing 149 attendees. Highlights included West African music and Taiko drumming.

Bibliotheca — the YCFLD's designated AMH vendor, is still fine-tuning their plan, clarifying the library's needs and expected costs. GoPrint and Cybrarian will soon be replaced by Envisionware, consolidating into one vendor for patron printing and computer time use and reservations. Envisionware should roll out by the end of October.

Skylights have been sealed up and are being checked to eliminate water leaking into the building.

Personnel updates: Chanel Wheeler has announced her retirement as of December 1st. The cataloging position will soon be posted with the plan to have an overlap to allow for training prior to Chanel's departure. Alex (Alexandria Campo) started with the Circulation Team. The part-time Admin position has been filled with the hiring of Angie Poland, starting September 14th. Alex and Angie will be introduced to the board in the coming Board meetings.

9. TRUSTEE COMMITTEE REPORTS

No committees.

10. UNFINISHED BUSINESS - President

a. Trustee Attendance at Public Events

None reported.

b. National Trustee News Items

Admin Manager Faith Cody reminded Trustees the United for Libraries virtual conference

sessions can be viewed in the library. Trustees can schedule a time with her to view specific sessions.

c. Attendance at Prescott Valley Public Library Events and Programs

President Rauls attended Chair Yoga in the library and was impressed with Lori's instruction and the care she provided. She also attended the Teen & Tween program: Cyanotype Printing. Sophie and Riley, library staff, did a great job coordinating this program and had beautiful results with the participants.

d. Library Staff Appreciation

Discussion continued for the October 28th date to show staff appreciation. Trustee Gonzalez shared a theme of *Freshly Boo-ed* - coffee/cocoa bar. Plans will be finalized at next month's meeting.

11. NEW BUSINESS

a. Amended Bylaws Consideration & Possible Action (Adopt)

With the addition of a few punctuation marks and questioning the need to underline a line item, the Board emphasized the requirement to meet monthly to include both July and December. President Rauls called for a motion to approve the updated Bylaws.

Motion by Trustee Ann Boles, seconded by Trustee Krysta Ayres to approve the updated Bylaws with the punctuation updates.

AYE: President Karen Rauls, Trustee Ann Boles, Trustee Krysta Ayres, Trustee Lisa Gonzalez

Other: Vice President Debbie O'Brien (ABSENT), Secretary Jim Lawson (ABSENT)

4 - 0 Passed

12. REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

a. Introduction of Alex Campo and Angie Poland, new Library Staff

b. Staff appreciation plan

13. ADJOURNMENT

Motion by Trustee Krysta Ayres, seconded by Trustee Lisa Gonzalez to adjourn the meeting at 5:53pm.

AYE: President Karen Rauls, Trustee Ann Boles, Trustee Krysta Ayres, Trustee Lisa Gonzalez

Other: Vice President Debbie O'Brien (ABSENT), Secretary Jim Lawson (ABSENT)

4 - 0 Passed

APPROVED:

Karen Rauls, President

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

Dated this _____, 2026.

Faith Cody, Administrative Services Manager



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 10/06/2026

TO: Library Board of Trustees Regular Meeting

DEPARTMENT: Library

SUBJECT: Library Monthly Report

Attachments

Aug Monthly Rpt

August 2026

Program	August '25	August '26	% Change (month)	YTD FY 25-26	YTD FY 26-27	% Change (Fiscal Year)
Circulation:						
Books - Adult	6533	6091	-7%	13423	12519	-7%
Books - Children	6047	6283	4%	13011	13452	3%
Books - Young Adult	1175	1345	14%	2396	2713	13%
Audiobooks - Adults	396	546	38%	788	844	7%
Audiobooks - Children	70	60	-14%	176	146	-17%
DVDs - Adult	4654	4351	-7%	9579	8676	-9%
DVDs - Children	800	649	-19%	1605	1323	-18%
Music - Adult	269	260	-3%	601	386	-36%
Music - Children	37	16	-57%	87	48	-45%
Video Games - Young Adult	116	98	-16%	232	233	0%
Other Materials (ie., Hotspots, LOT, kits)	491	462	-6%	1077	972	-10%
Electronic Books	2761	2310	-16%	5527	4949	-10%
Electronic Audiobooks	3360	3314	-1%	6729	6934	3%
Renewals	12350	12957	5%	24946	25939	4%
Total Circulation	39059	38742	-1%	80177	79134	-1%
Library Activity:						
Checkouts	20769	19628	-5%	42394	40504	-4%
Work Station & Book Sorter Checkins	41599	41866	1%	86383	83832	-3%
Days Open	31	31	0%	61	60	-2%
Hours Open	250	252	1%	504	498	-1%
Library Patrons (Door Count)	16529	16701	1%	33315	32510	-2%
Drive-up Patrons	256	239	-7%	499	470	-6%
Average Circulation Per Hour	156	154	-1%	318	318	0%
Average Traffic Count Per Day	541	546	1%	956	1099	15%
New Patron Registration	325	281	-14%	642	573	-11%
*Patron Computer Usage	2700	n/a	n/a	4966	n/a	n/a
Program Attendance - Adult	217	305	41%	376	668	78%
Program Attendance - Youth	331	692	109%	1056	2056	95%
Program Attendance - Young Adult	204	176	-14%	350	423	21%
Program Attendance - Outreach	234	524	124%	1046	1301	24%
Homebound Book Deliveries	93	50	-46%	248	115	-54%
Research & Information Inquiries	870	1068	23%	1767	1758	-1%
Volunteer Hours	768	690	-10%	1530	1100.71	-28%
Number of Volunteers	72	58	-19%	156	110	-29%
Online Catalog Searches	32396	32784	1%	64811	68093	5%
Filled Holds	4155	4376	5%	7462	8067	8%
Drive-up Window Filled Holds	1024	858	-16%	1792	1597	-11%
Items Loaned to Yav County Libraries	2625	2607	-1%	5576	5223	-6%
Items Borrowed from Yav County Libraries	4150	4377	5%	8167	8723	7%
Materials Added	233	303	30%	497	1064	114%
Inter-Library Loans Requested	76	70	-8%	155	124	-20%
Inter-Library Loans Borrowed	15	23	53%	25	48	92%

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

August 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									
October									
November									
December									
January									
February									
March									
April									
May									
June									
FY Total	32980	1922	4759	824669	73	47	33	16	4448

Notes:

* Data unavailable due to the discontinuation of Cybrarian.