

**Library Advisory Board  
Regular Meeting  
April 10, 2013  
PRESCOTT, ARIZONA**

MINUTES OF THE **REGULAR MEETING OF THE LIBRARY ADVISORY BOARD** held on **April 10, 2013** in the **Elsa Room/Prescott Public Library** located at **215 E. Goodwin St.**, Prescott, Arizona.

**I. Call to Order**

Meeting called to order by Deb McCasland, Chair

**II. Attendance**

**Present:**

Alma Howell  
Deb McCasland  
Wayne Koch  
Sharon Seymour  
Carolyn Shelly  
Marlene Sullivan  
Library Director Roger Saft

**Absent:**

Jerry Jones  
Council Member Steve Blair

**III. Approval of minutes of regular meeting of Wednesday March 13, 2013**

Minutes approved as submitted

**IV. Regular Items**

**a. Clarification of member status of Jerry Jones**

Jerry Jones has regular occurring conflicts with attending meetings on Wednesday. Chair requested Saft contact Mr. Jones and request that he attend the next meeting if he is still interested in serving.

**b. Clarification of ethics training per city clerk**

Library Advisory Board members received notification of ethics training from the city clerk. All members will make arrangements to attend. Members who cannot attend either announced session will contact City Clerk to determine alternate dates.

**c. Discussion of revenue stream/cost reduction from library**

**i. Meeting rooms**

Original proposal to charge for use of meeting room was postponed in July 2012. There was public outcry against charging for use of meeting rooms. Income for meeting room

charges estimated taking in \$7,500 dollars per year based on the numbers of meetings booked the previous year. Many smaller and informally organized groups cancelled meeting room reservations after charges were announced.

There was some discussion about charging for profit groups and not nonprofit groups. Staff time required to sort through the details of this does not seem to warrant instituting charges at this time. The Library Advisory Board feels that making meeting rooms available to the public is part of the library's mission and would not support charging fees for meeting rooms.

**ii. Interlibrary loans**

The library is not allowed to charge patrons for interlibrary loan services. The library is allowed to recover postage charges up to \$6.00. In the past years Prescott Public Library borrowed 2,052 items from outside Yavapai County. Recouping postage would offset postage line in the library budget. If numbers of requests dropped due to postage recovery fee, the amount needed in the library budget postage line would also be less. The Library Advisory Board supports charging postage recovery fees for interlibrary loans.

**iii. Fees and charges**

**1. late fees**

Library Advisory Board supports the concept of increased late fees at some future point. Current overdue fine rate was established in 2008.

**2. Printing**

Library Advisory board supports increasing cost of color printing from public access computer from the current 25 cents per copy to 50 cents per copy.

**3. replacement cards**

Library Advisory board supports increasing cost of replacement card costs from the current \$1 per card to \$2 per card.

**4. proctoring**

Library Advisory Board supports charging \$15 per test for proctoring tests.

#### **d. library funding questions**

##### **i. YCFLD redistribution formula**

Examples were shown demonstrating that manipulation of percentages used in the formula did not change the amount received by individual public libraries much. Some libraries would lose money and some would gain money under different scenarios.

The current formula was agreed to by all public library directors within Yavapai County with the assistance of an outside moderator and seems fair and equitable.

Any real increase in funding from the Yavapai Free Library District can result only from a decrease in the District operating costs or an increase in the amount going into the formula. Such an increase would most likely require an increase in the current levy for the Yavapai Free Library District. The Library Advisory Board supports any movement towards increasing library taxes to help fund all libraries in the county.

##### **ii. Results of funding changes**

The Library Advisory Board recognizes that a reduction in funding for the library would result in a reduction of current services to the public. A reduction in staff to meet any reduced budget requirements would result in fewer hours of operation.

##### **iii. Long term strategic funding of library**

The Library Advisory Board recognizes that pressure on the general fund is growing. The Board expressed its belief that it is important for the citizens of Prescott to have access to a well-funded public library.

##### **iv. Public perception of reduced funding and associated cutbacks**

The Library Advisory board feels a reduction of library services would be seen in a negative light by the public.

##### **e. Goal setting process for library**

The Library Advisory Board supports the idea of a goal setting process for the library. Such a process would be undertaken to allow the library to learn what services the citizens of Prescott desire from the library. This would help library administration to better focus activities of the library to meet the needs of the community. The goals created by this process would help

coordinate the desires of the community with the funding available for the library.

**V. Adjournment**

Meeting adjourned 4:40 p.m.

Next meeting will be held in the Elsea Room of the Prescott Public Library on May 8, 2013 at 3:15 p.m.

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**Deborah McCasland**, Chairman

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**Roger Saft**, Library Director