

# Yavapai Library Network Annual Report 2018-2019



## TO OUR STAKEHOLDERS

7/1/2019

The Yavapai Library Network (YLN) partnership is a working example of collaboration, communication and cooperation. Together we are able to purchase collectively, share ideas and investigate new possibilities for our libraries. Although we have common goals, the consortium allows individual libraries to tailor their programs, collections, and policies to best fit their community.

The YLN provides Yavapai County residents access to physical and digital materials. Our courier and Automated Materials Handling system [AMH] currently sorts over 16,000 items per month. The network ensures that holds are filled, and transported to the library of the patron's choice.

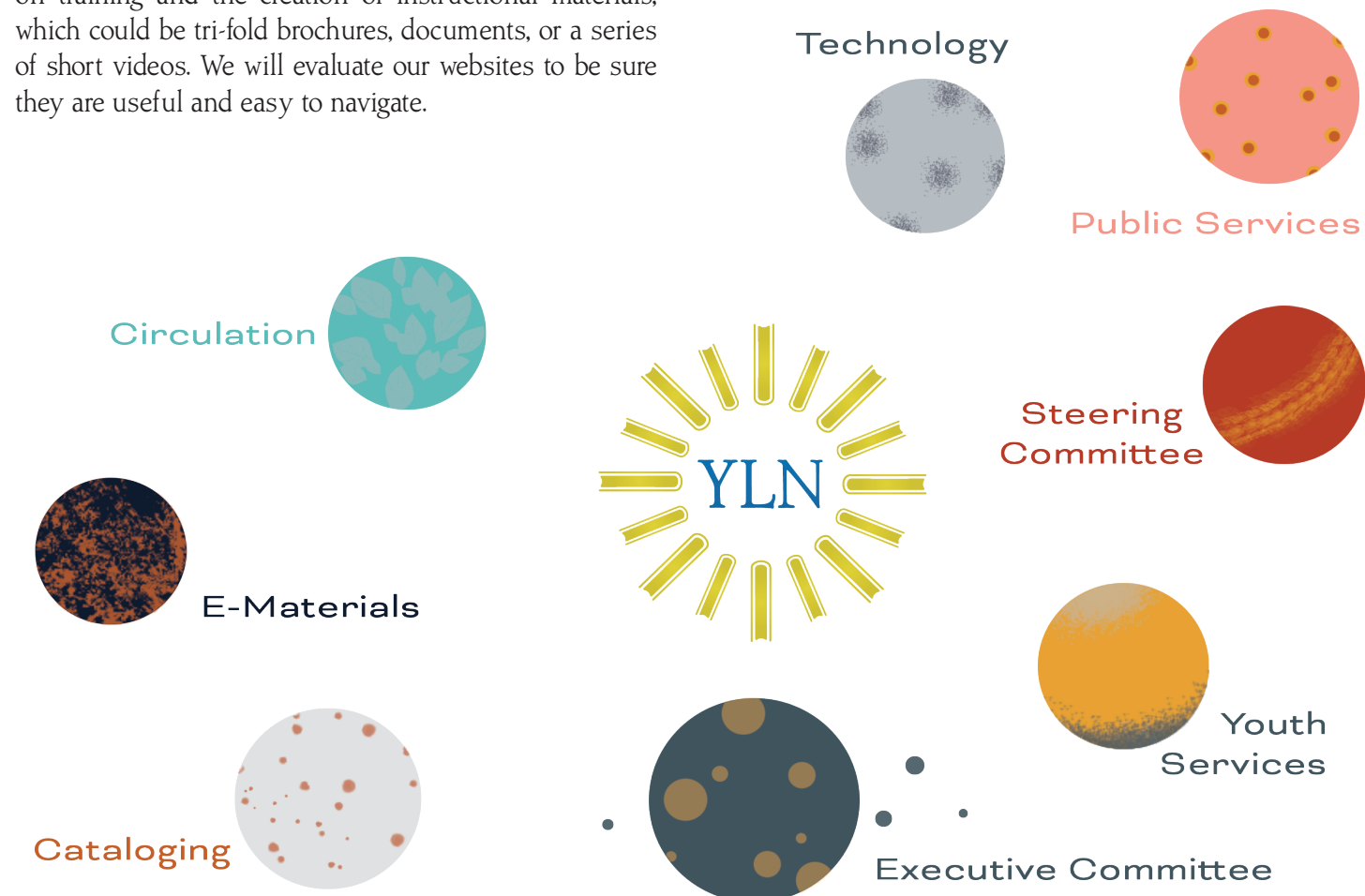
In this coming year, I would like to focus on listening to the consortium and acting on their behalf. We have many specialized committees: Circulation, Public Services, Technology, Youth, E-Materials, and Cataloging in addition to our Steering and Executive Committees. Together, we will create an annual work plan, set priorities, establish projects and oversee their completion. We will also focus on training and the creation of instructional materials, which could be tri-fold brochures, documents, or a series of short videos. We will evaluate our websites to be sure they are useful and easy to navigate.

We continue to work behind the scenes to ensure that we backup and replicate our data in a reliable way. We upgrade the systems on a regular basis and monitor the operational status of the network. We have plans to upgrade the speed and capacity of our computer network without increasing costs. Chanel Wheeler and Sherryl Masterman not only work the helpdesk tickets but have many other duties that keep the YLN operational.

Although I have only been here a few months, I feel fortunate to work with such an experienced and professional team. I know we will continue to provide the best services possible to our membership.

Sincerely,

Valerie Burns  
Yavapai Library Network Manager



## OVERVIEW

The Yavapai Library Network (YLN) has been serving the libraries and residents of Yavapai County since it was first established in 1985. The YLN's longstanding traditions of working together, providing an unprecedented level of library service in a rural area, and leveraging the resources of the membership to increase efficiencies are still the bedrock of the modern YLN.

The YLN is a consortium of libraries that have come together to elevate services and reduce costs by working together, while at the same time valuing a high level of independence and autonomy for each YLN member. The YLN continues to successfully maintain this balance.

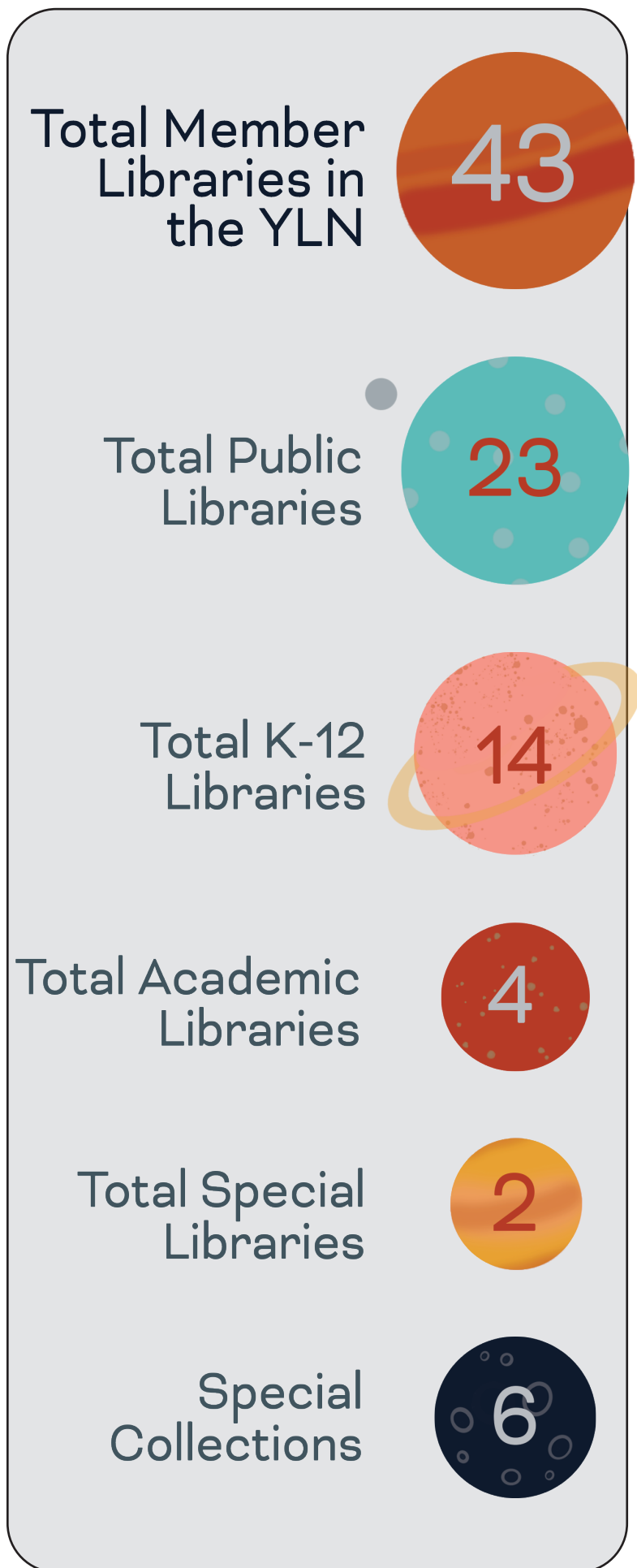
## SERVICES

The YLN provides three basic service areas to the membership. The first of these service areas is collections access. Collections access consists of member libraries sharing their materials with each other, including physical and virtual materials. Physical materials are transported all over the county via courier. They are delivered to a central location, sorted, and sent out to the receiving libraries.

Technology and infrastructure is the next area of service. Running a modern library requires knowledge of, and access to the latest technology. Working together allows the membership to purchase the software, and equipment they need and have the training to use it effectively.

Such technology requires support. Member libraries support each other through professional collaboration, as well as utilizing YLN staff support. Working together allows the YLN to hire professional staff, via Yavapai County Information Technology Systems, that each member could not fund independently.

Members of the YLN also attend user group meetings. Covering a variety of operational areas; topics range from circulation and cataloging to youth services. These meetings give library staff an opportunity to collaborate and learn new ways of serving the public.



## Benefits to Member Libraries

24/7/365 Tech Support

Data Backup & Recovery

Subscription Database Authentication

Library Best Practices Training

Conversion Services

Library Mentorship

Software Training

Mobile App

User Group Meetings

SirsiDynix Symphony ILS

RFID Tagging of All Items

Enterprise Online Catalog

Authority Update Services

AR & Lexile Level Updates

Automated Student Uploads  
& Library Card Printing

Purchasing Power



## Benefits to Patrons

Shared Catalog Multiplies  
Available Resources Exponentially  
for all Yavapai County Patrons

E-books, Downloadable Audio Books,  
& Digital Magazines  
[Overdrive, RbDigital, Ebook Central]

Mango Language Learning Programs

Academic Resources for All Ages

Literary Review Databases  
[Novelist, Gale resources]

Genealogy Services

History Databases

Legal Resource Database

Gale Small Business Builder

Universal Class  
Online Courses on Everything

Science & Social Studies Databases

Chilton Automotive Library Database

Business Resource and Statistics  
Database

Current Events & General Reference

The value of services received by  
the YLN membership for  
each \$1 of taxpayer money spent.\*

**\$7.98**

**20**

The number of governing bodies that  
participate in the YLN.

The cost per Yavapai County resident  
for YLN services.

**\$2.62**

**43%**

The percentage of Yavapai County  
residents who have an active library card.

The number of items circulated annually  
per Yavapai County resident.

**10.5**

**1,238,793**

The total number of items available  
to YLN patrons.

Total number of unique titles  
available to YLN patrons.

**768,794**

**\$3,433,444**

The value of YLN services  
provided to the membership.\*

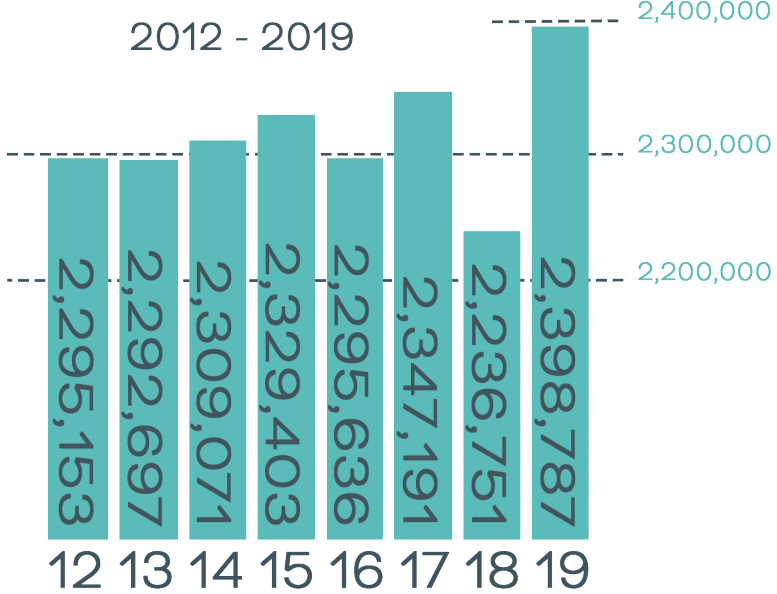
\* Based on the BERK Return on Investment Study, 2014. See report at [yln.info](http://yln.info) in the *About YLN* tab.



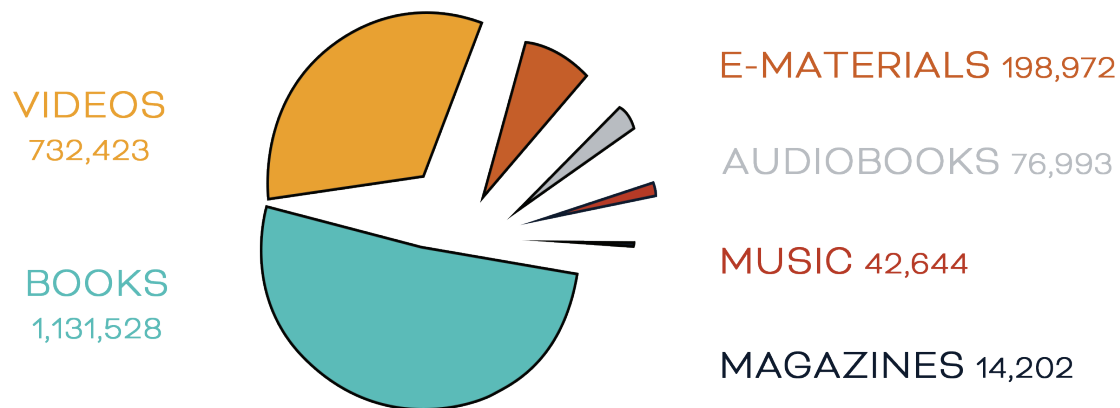
## PERFORMANCE

Several indicators generally determine library utilization. Among these are the number of circulations, renewals, holds, and the number of items transferred between libraries (transits).

### Circulation Trend



### Materials Circulated



Total number of electronic and physical items circulated in FY18-19

**2,398,787**

## CIRCULATION

Circulation, as a whole, includes the first time an item is checked out as well as subsequent renewals. The bar graph to the left shows the circulation trends for physical and electronic items. The popularity of electronic items continues to increase, while the number of physical items circulating has remained fairly constant.

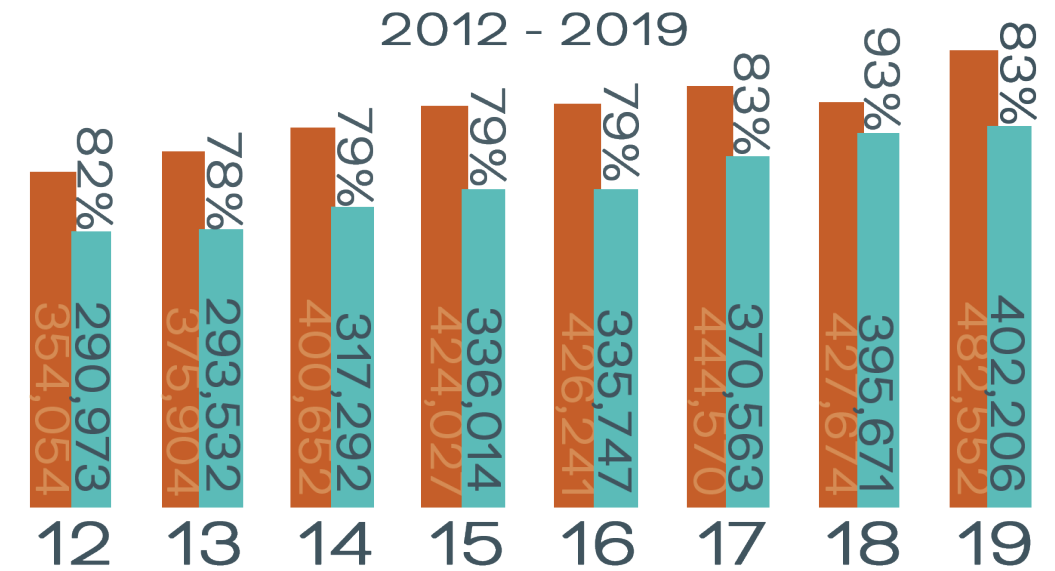
The total circulation, broken down by item category, also shows how library users utilize a wide variety of mediums. Half of overall circulation was in the form of physical books, including large print, braille, paperback, boardbook, hard cover, etc. Videos were also popular, spanning a variety of formats ranging from 4K UHD, Blu-Ray, 3D Blu-Ray, to DVD and even VHS. E-Materials (including Overdrive e-books and e-audiobooks) were the third most popular. Standard audiobooks include books-on-tape, books-on-CD, Playaways, and audiobooks in MP3 format. The YLN membership does its best to embrace new formats and mediums as they arise. Network libraries are currently exploring such cutting-edge collections such as seed libraries (where gardeners “borrow” seeds from the library at planting time and return a portion of the

new seeds to the library) and human libraries (where individuals volunteer as human “books” and participants in the event can “read” the book - meaning they would have a one on one conversation with the volunteer,) while also making new technology like mobile hot spots available for patrons to take home.

## HOLDS

Library users place a hold when an item is available at another library, or if there is a waiting list for a popular title. This is called an active hold. Holds that result in the item being checked out are called filled holds. Holds that make it to the hold shelf but are not picked up within ten days are expired holds. Patrons may also cancel holds before the item becomes available.

## Holds Placed & Filled Trend



Holds filled in FY18-19

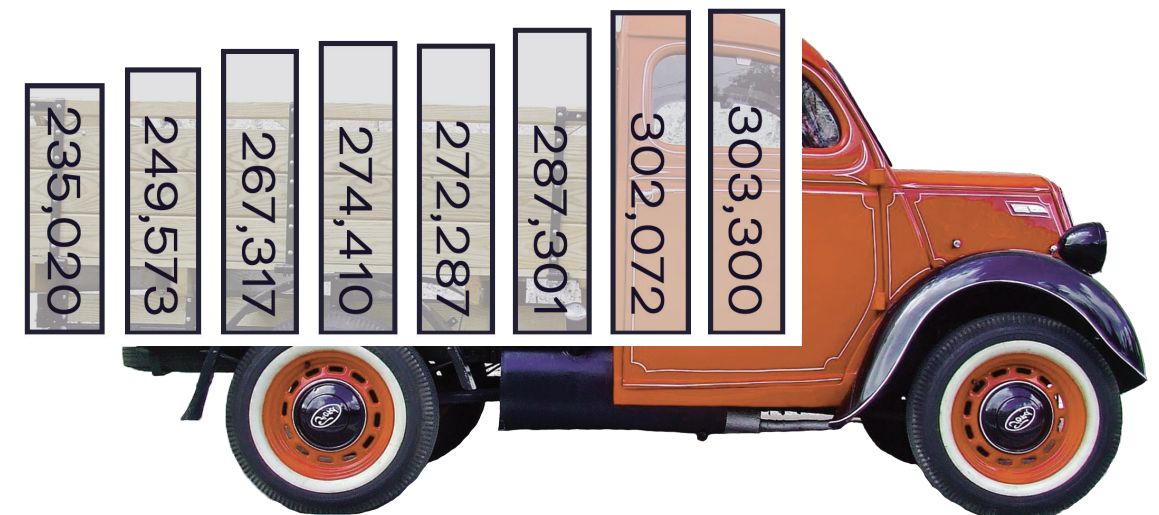
**402,206**

## TRANSITS

Members of the YLN all agree to share their items with all other YLN members free of charge. A transit system was developed to transport items to the requesting libraries through a central sorting facility based in Prescott.

### Transit Trend

2012 - 2019



**303,300**

Items shared between YLN member libraries



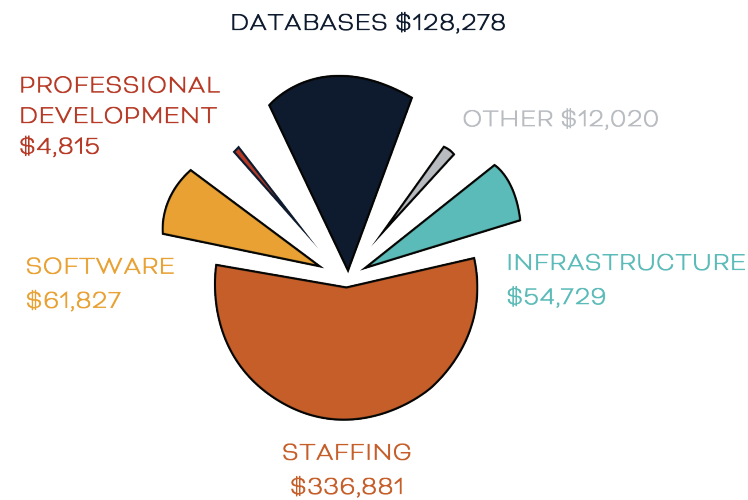
## BUDGET

The current level of funding budgeted for YLN operations is \$598,550. This amount includes staffing, maintenance, subscription fees, fees associated with the sorting facility, and all other expenses. The amount allocated for the YLN budget is fully funded by the Yavapai County Free Library District (YCFLD). The total budgeted amount increased from FY17-18's total of \$538,126

A capital fund was established to ensure that YLN members will enjoy leading edge technology as long as they remain a network member. The membership is billed \$175,000 annually to help support the capital fund.

The capital fund rolls over from year to year ensuring funds are available for a large capital expenditure related to technology. Replenishing the capital fund is the only fee that membership is currently responsible for on an annual basis. Currently this fund sits at \$768,474. Each library's portion of this bill is determined via an assessment formula which is detailed in the next section.

### YLN Budget Breakout



## ASSESSMENT FORMULA

The assessment formula consists of several functional areas that work to make sure each library pays its fair share of capital costs. These areas are detailed below.

### Functional Area: Core Access (25%)

A base amount is assessed that is the same for every library. This ensures the larger libraries are not unfairly subsidizing the smaller libraries. This functional area covers basic access to the Integrated Library System.

### Functional Area: Transits (25%)

A major expense of the YLN is the cost of transporting materials from library to library. The formula's transit fee is based on the number of items borrowed by each library, not the number of items loaned.

### Functional Area: Staff (20%)

The number of people accessing the ILS also places a burden on resources. This billing amount is determined by the number of paid staff, volunteers, and student workers performing staff functions in Symphony.

### Functional Area: Circulation/Holds (20%)

Library user activity also contributes considerably to system use. The biggest portion of library user activity is circulation, with the second largest portion consisting of holds. Libraries that circulate more items to their patrons pay a higher percentage of this functional area.

### Functional Area: Items/Library Users (10%)

The final functional area deals with maintaining and storing data. The number of items and the number of library users all take up space on the system. Storage space is inexpensive, which is why this functional area is the smallest percentage. The configuration of these functional areas ensures that no single library pays more or less than its fair share. The amount billed to each member is on the next page.

## CAPITAL RESERVE FUND FEES

Member Name	# of Locations	Percent	FY18-19	FY17-18	Difference
			\$175,000.00	\$175,000.00	
Camp Verde Community Library	1	3.66%	\$6,407.38	\$6,189.24	\$218.14
Camp Verde Unified School District	1	1.43%	\$2,506.42	\$2,461.22	\$45.20
Chino Valley Public Library	1	4.41%	\$7,713.40	\$8,168.89	(\$455.49)
Chino Valley Unified School District	1	0.95%	\$1,670.23	\$1,721.42	(\$51.19)
Cottonwood Public Library	1	7.69%	\$13,453.45	\$14,048.74	(\$595.29)
Embry-Riddle Aeronautical University	1	2.51%	\$4,391.12	\$4,302.57	\$88.55
Humboldt Unified School District	1	1.17%	\$2,054.60	\$2,111.43	(\$56.83)
Jerome Public Library	1	1.17%	\$2,041.04	\$2,061.50	(\$20.46)
Mayer Unified School District	1	0.74%	\$1,290.36	\$1,346.29	(\$55.93)
Mingus Union High School	1	0.92%	\$1,611.96	\$1,600.26	\$11.70
The Orme School of Arizona	1	0.73%	\$1,281.83	\$1,268.22	\$13.61
Prescott College	1	1.58%	\$2,768.41	\$2,800.10	(\$31.69)
Prescott Public Library	1	17.91%	\$31,348.68	\$30,446.69	\$901.99
Prescott Unified School District	6	5.96%	\$10,422.93	\$10,592.44	(\$169.51)
Prescott Valley Public Library	1	13.23%	\$23,156.84	\$22,589.58	\$567.26
Sedona Public Library	2	10.25%	\$17,929.14	\$18,258.88	(\$329.74)
Sharlot Hall Museum	1	0.97%	\$1,700.57	\$1,691.66	\$8.91
Tri-City College Prep High School	1	0.79%	\$1,383.52	\$1,369.51	\$14.01
Yavapai College	2	4.47%	\$7,823.59	\$7,953.47	(\$129.88)
Yavapai County Free Library District	15	19.45%	\$34,044.51	\$34,017.89	\$26.62
<b>Total</b>	<b>41</b>	<b>100.00%</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>	

### SRP at Clark Memorial Library



### Fandomania @ PVPL



YLN Capital Reserve funding available for technology

**\$768,474**



# Directory

**Abia Judd Elementary School Library\***  
1749 Williamson Valley Rd  
Prescott, AZ 86305  
P: 928-717-3263 x133

**Arizona Archaeological Society Collection-Yavapai Chapter\*\***  
ycaasec@gmail.com

**Ash Fork Public Library**  
450 West Lewis Avenue  
Ash Fork, AZ 86320  
P: 928-637-2442  
M-F: 9:30 am - 4:30 pm

**Bagdad Public Library**  
700 Palo Verde #C  
Bagdad, AZ 86321  
P: 928-633-2325  
MON - THU: 9 am - 5 pm

**Beaver Creek Public/School Library**  
4810 E. Beaver Creek Rd  
Rimrock, AZ 86335  
P: 928-567-4034  
MON-THU: 10:30 am - 6pm  
FRI-SAT: 9 am - 3 pm

**Black Canyon City Community Library**  
34701 S Old Black Canyon Hwy  
Black Canyon City, AZ 85324  
P: 623-374-5866  
TUE-THU: 9 am - 7 pm,  
FRI-SAT: 9 am - 5 pm

**Bradshaw Mountain High School Library**  
6000 East Long Look Dr  
Prescott Valley, AZ 86314  
P: 928-759-4128

**Camp Verde Community Library**  
130 Black Bridge Rd  
Camp Verde, AZ 86322  
P: 928-554-8380  
MON - THU: 9am - 8pm,  
FRI - SAT: 9am - 5pm

**Camp Verde Unified School District Library\***  
410 Camp Lincoln Rd  
Camp Verde, AZ 86322  
P: 928-567-8027

**Chino Valley High School Library\***  
760 East Center St  
Chino Valley, AZ 86323  
P: 928-636-2298 x211

**Chino Valley Public Library**  
PO Box 1188  
1020 West Palomino Rd  
Chino Valley, AZ 86323  
P: 928-636-2687  
MON-FRI: 9 pm - 6 pm,  
SAT: 10 am - 2 pm

**Clark Memorial Library**  
39 N Ninth St  
Clarkdale, AZ 86324  
P: 928-634-5423  
MON - THU: 1 pm - 5:30 pm  
FRI: 8AM-NOON

**Congress Public Library**  
26750 Santa Fe Rd  
Congress, AZ 85332  
P: 928-427-3945  
TUE - FRI: 10 am - 4 pm,  
SAT: 9 am - 1 pm

**Cordes Lakes Public Library**  
15989 S Cordes Lakes Dr  
Cordes Lakes, AZ 86333  
P: 928-632-5492  
MON-THU: 10:30AM - 6 pm,  
FRI-SAT: 9 am - 4 pm

**Cottonwood Public Library**  
100 South 6th St  
Cottonwood, AZ 86326  
P: 928-634-7559  
MON: 9am - 5pm,  
TUE - WED: 9am - 7pm,  
THURS - FRI: 9am - 5pm,  
SAT: 9am - 2pm

**Crown King Public Library**  
23550 Towers Mountain Rd  
Crown King, AZ 86343  
P: 928-632-5986  
TUE - THU: 10 am - 4 pm

**Dewey-Humboldt Town Library**  
2735 S Corral St  
Humboldt, AZ 86329  
P: 928-632-5049  
TUE, WED, FRI: 10 am - Noon & 12:30 pm - 5 pm  
THU: 12:30 pm - 7 pm,  
SAT: 10 am - 2 pm

**Ecosa Institute\*\***  
212 W. Gurley St  
Prescott, AZ 86303  
P: 928-541-1002

**Embry-Riddle Aeronautical University Library**  
3700 Willow Creek Rd  
Prescott, AZ 86301  
P: 928-777-3811  
MON - THU: 7 am - 1 am  
FRI: 7 am - 9 pm  
SAT: 10 am - 8 pm,  
SUN: 10 am - 1 am

## SRP at Wilhoit Public Library



**Granite Mountain Middle School Library\***  
1800 Williamson Valley Rd  
Prescott, AZ 86305  
P: 928-717-3253 x211

**Highlands Center for Natural History\*\*\***  
1375 S Walker Rd  
Prescott, AZ 86303  
P: 928-776-9550

**Jerome Public Library**  
Drawer I  
600 Clark St - Old Clark St School  
Jerome, AZ 86331  
P: 928-639-0574  
MON,WED: 10 am - 5 pm  
TUE,THU: 10 am - 7 pm  
FRI: Noon - 5 pm  
SAT: Noon - 2 pm  
SUN: 10 am - 2 pm

**Lincoln Elementary School Library\***  
201 Park Avenue  
Prescott, AZ 86303  
P: 928-717-3249 x111

**Mayer Elementary School Library\***  
125688 East Main St  
Mayer, AZ 86333  
P: 928-642-1101

**Mayer Public Library**  
10004 Wicks Avenue  
Mayer, AZ 86333  
P: 928-632-7370  
TUE - SAT: 9AM - 5PM

**Mingus Union High School Library\***  
1801 East Fir St  
Cottonwood, AZ 86326  
P: 928-634-7531

**The Orme School of Arizona Library\***  
HC 63 Box 3040,  
Mayer, AZ 86333  
1000 E Orme School Rd  
Orme, AZ 86333  
P: 928-632-1578

**Paulden Public Library**  
16 W. Big Chino Rd  
Paulden, AZ 86334  
P: 928-636-1202  
TUES-THURS: 10AM - 6PM,  
FRI - SAT: 10AM - 4PM

**The Phippen Museum Library**  
4701 Highway 89 North  
Prescott, AZ 86301  
P: 928-778-1385  
TUE - SAT: 10 am - 4 pm,  
SUN: 1 pm - 4 pm

**Prescott College Library\*\*\***  
220 Grove Avenue  
Prescott, AZ 86301  
P: 928-350-1300  
MON - THU: 7:30AM - 10PM  
FRI: 7:30 am - 6PM  
SAT: 10 am - 6 pm  
SUN: NOON - 8PM

**Prescott High School Library\***  
1050 N Ruth St  
Prescott, AZ 86301  
P: 928-445-2322 x133

**Prescott Mile High Middle School Library\***  
300 South Granite St  
Prescott, AZ 86303  
P: 928-717-3241 x422  
F: 928-717-3298

**Prescott Public Library**  
215 E Goodwin St  
Prescott, AZ 86303  
P: 928-777-1500  
MON, FRI, SAT: 9AM - 5PM, TUE - THU: 9AM - 8PM  
SUN: 1PM - 5PM

**Prescott Valley Public Library**  
7401 East Skoog Boulevard  
Prescott Valley, AZ 86314  
P: 928-759-3040  
MON - THU: 9AM - 7PM  
FRI: 9AM - 5PM  
SAT: 9AM - 3PM  
SUN: 1PM - 5PM

**Sedona Public Library**  
3250 White Bear Rd  
Sedona, AZ 86336  
P: 928-282-7714  
MON, TUE, THU: 10am-6pm, WED: 10AM - 8pm  
FRI, SAT: 10AM - 5pm

**Seligman Public Library**  
54170 N Floyd St  
Seligman, AZ 86337  
P: 928-422-3633  
MON - FRI: 9:30 am - 5pm

**Sharlot Hall Museum Library & Archives**  
115 S McCormick St  
Prescott, AZ 86301  
P: 928-445-3122  
WED - FRI: Noon - 4pm  
SAT: 10 am - 2pm

**The Smoki Museum Research Library**  
PO Box 10224  
147 North Arizona Avenue  
Prescott, AZ 86304  
P: 928-445-1230  
WED: 1 pm - 4 pm

**Spring Valley Library**  
17320 East Mule Deer Dr  
Mayer, AZ 86333  
P: 928-717-8118  
MON-THU: 10 am-5:30 pm  
FRI: 8 am-3 pm

\* This K-12 school library is not open to the general public  
\*\* Library visit is by appointment only  
\*\*\* Check website for hours and services offered  
\*\*\*\* Non-circulating historical materials available on-site



**Taylor Hicks Elementary School Library\***  
1845 Campbell Avenue  
Prescott, AZ 86301  
P: 928-717-3276

**Tri-City College Prep High School Library\***  
5522 Side Rd  
Prescott, AZ 86301  
P: 928-777-0403 x404

**Verde Valley Archaeology Center\*\*\*\***  
385 South Main St  
Camp Verde, AZ 86322  
P: 928-567-0066  
TUES-SAT: 10AM - 4PM

**The Village of Oak Creek Library**  
Bell Rock Plaza, Suite 51A  
Sedona, AZ 86351  
P: 928-284-1603  
F: 928-284-1679  
TUE - FRI 1 pm - 5 pm,  
SAT: 10 am - 2 pm

**Wilhoit Public Library**  
9325 Donegal Dr, Suite B  
Wilhoit, AZ 86332  
P: 928-442-3611  
WED-FRI: 11AM - 5:30PM  
SAT: 11AM - 4PM

**Yarnell Public Library**  
22278 South Highway 89  
Yarnell, AZ 85362  
P: 928-427-3191  
MON - FRI: 9AM - 4PM,  
SAT: 9AM - 2PM

**Yavapai College Library - Prescott Campus\*\*\***  
1100 East Sheldon St #6903  
Prescott, AZ 86301  
P: 928-776-2260  
Hours vary throughout the year - Please check www.yc.edu/library

**Yavapai College Library - Verde Campus\*\*\***  
601 Black Hills Dr #6951  
Clarkdale, AZ 86324  
P: 928-634-6541  
Hours vary throughout the year - Please check www.yc.edu/library

**Yavapai County Free Library District Offices**  
1971 Commerce Center Circle, Suite D  
Prescott, AZ 86301  
P: 928-771-3191  
MON-FRI: 8-4

**Yavapai County Law Library**  
120 South Cortez St, Room 112  
Prescott, AZ 86303  
P: 928-771-3309  
MON - FRI: 8AM - 5PM

## SRP at Cordes Lakes Public Library





# The Yavapai Library Network 2018-2019 Annual Report

Prepared by  
Valerie Burns  
Kelly Roberge

