
MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – May 2013
DATE: 06/10/2013
CC: Department Heads

In preparation for building the new library, the building at 33 W Moser Lane will be demolished. To demolish the building a Demolition Permit must be submitted to and approved by the Town. When starting the permit process, I discovered a requirement to have the building tested for asbestos. Western Technologies, Inc. collected 60 bulk samples on May 6 and the report was sent to me a couple of weeks later. Asbestos was discovered in some of the material in the building. I am in the process of selecting a company to do the asbestos abatement required by the Environmental Protection Agency. Then we will proceed with the demolition of the building.

An American Land Title Association (ALTA) Survey was performed by Shephard Wetnitzer, Inc. on behalf of the Library. The results of the survey lead to modifications of the site plan design for the new library, focusing the main entrance to the new building at the intersection of Montezuma Castle Highway and a realigned Moser Lane instead of Black Bridge Road. We are also asking the County to combine the three parcels of land that include the current library, the old Marshal's Office and Rezzonico Family Park into one parcel.

On May 21, 2013 Library Director, Kathy Hellman attended the State Library's LSTA Grant Recipient Workshop in Phoenix as directed by Camp Verde Town Council. Procedures to get the Library Services & Technology Act awarded grant monies were outlined and the required steps have been completed. The money should be available to us before the end of June.

Three part-time people have joined Camp Verde Community Library staff. Dee Thompson and Denise Alm were working as volunteers and submitted applications for the two Library Clerk positions recently opened. Dee accepted the position of Library Clerk in Technical Services and Denise Alm is our new Library Clerk in Youth Services. Both ladies had already proven themselves as volunteers and had previously been trained in Circulation duties by Alice Gottschalk. Their experience

with us and ours with them allows them to integrate into the team seamlessly. Molli Bryant was one of the applicants interviewed for the Library Clerk opening the day after we found out we had been awarded the LSTA Grant for the foundation of a Teen Advisory Board (TAB). Due to her experience, professionalism and enthusiasm we talked with her about the possibility of leading the TAB project and she accepted. Molli's position is a temporary one funded by the LSTA Grant money. She will be setting up the project and getting the TAB off to a good start.

Architect, Joel Westervelt and Librarian, Kathy Hellman consulted with Fire Marshal, Kristi Gagnon regarding the installation of a fire hydrant off of Black Bridge Road that will service the new library and benefit the community. The plan is to locate the fire hydrant on the west side of Black Bridge Road near Moser Lane.

Verde Valley Archaeology Center and Camp Verde Community Library collaborated to make the Archaeology Center a member of the Yavapai Library Network (YLN). The library made arrangements and provided access for Ann Rasor, a part-time employee of the Archaeology Center and volunteer at the library, to receive cataloging training so she can enter the Center's collection of materials in the YLN's online catalog. This is a welcome partnership for both sides.

Camp Verde Library Endowment volunteers worked daily throughout May to move the CVLE used book sale from 130 Moser Lane to Rio Verde Plaza, Suite 6 (a humongous, hot and dirty job). The first Thursday in May, they had a HUGE sale with drastically reduced prices before the final move and still cleared over \$600!

Library staff geared up for Summer Reading Programs (SRP). We added Teen and Adult SRPs this year so the little kids don't get to have *all* the summer fun. Gerry began another round of Basic Computer Classes on Wednesday evenings and continued the successful Brown Bag Lunch series. Alice has had a welcome influx of volunteers to train and continues to offer one-on-one instruction to patrons using e-readers every Friday. Valerie is quickly becoming a cataloging fiend, moving through a backlog of material with increasing confidence. Peggy prepared for the Children's SRP while simultaneously planning a new Parent/Caregiver workshop & Baby Literacy program to encourage pre-literacy activity that improves reading success for children 0-5. And, our 3 new part-time staff began settling in and adjusting to their new roles.