

AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, January 17, 2008
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.**
 - a) **Approval of the Minutes:**
 - 1) Regular Session – February 21, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – January 17, 2008 at 6:30 p.m.

5. **Call to the Public for Items not on the Agenda** Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be on a future agenda. (Pursuant to A.R.S. §38-431.01(G).)

Please note: Staff makes every attempt to provide a complete Agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with the Clerk's Office prior to a meeting for copies of supporting documentation, if any, that were unavailable at the time Agenda packets were prepared.

Public input may be invited on the following items:

 6. **Discussion, consideration and possible direction to staff regarding the creation of a sign and a slogan for the new library building funding campaign**
 7. **Discussion, consideration and possible recommendation to council regarding the layout of the architectural proposal by Joel Westervelt as to the suitability to the needs of the library.**
 8. **Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of January 10th.**
 9. **Discussion and possible recommendation to council regarding opening the library on Mondays**
 10. **Discussion possible recommendation to staff regarding a library rummage sale to raise fund the for the new building**

11. Discussion of "green" building sources, technology and funding.

14. Call to the Public for Items not on the Agenda

There will be no Public input on the following items:

15. Discussion and consideration of the Director/Staff Report. Discussion may include, but not be limited to meetings attended; programs and activities; statistical reports; books; videos; computer update; funding; physical changes to the Library; and publicity.

16. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests: Individual Commission members may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

17. Adjournment

Posted by: Valerie Foster

Date/Time: 1/10/08 1:40 pm

Note: Pursuant to A.R.S. §38-431.03.A.3, the Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, December 20, 2007
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Chairperson Mina, Vice Chairperson Heuman, Commissioners Doering, Pastine and Chatley were present; Commissioner Nielson arrived at 7:30 p.m..

Also Present:

Library Director Gerard Laurito, Town Manager Michael Scannell, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Chatley.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a) Approval of the Minutes:

1) Regular Session – November 15, 2007

b) Set Next Meeting, Date and Time:

1) Regular Session – January 17, 2008 at 6:30 p.m.

On a motion by Chatley, seconded by Mina, the Consent Agenda was unanimously approved as presented.

It was noted that a Joint Work Session with the Town Council has been scheduled for January 9, 2008.

5. Call to the Public for Items not on the Agenda

(Comments from the following individuals are summarized.)

Linda German questioned the format and content of the Quarterly Reports, saying that they do not match those with all the other Commissions and pointing out what she felt were omissions. *Chairperson Mina said that those comments will be addressed..*

Linda Harkness suggested that a slogan should be adopted, perhaps shown on banners around town, as another tool for gaining community support for the new library.

There was no further public input.

6. Discussion and update pertaining to Drachman's report on the 5-acre of land donated for our new building project. Housing & Neighborhood Revitalization director Matt Morris will present the report.

Director Morris ran a video of the presentation made on November 7th by the Drachman Institute on their final report; that presentation was made by the two principals who had been involved in the year-long process leading to the final report. Morris said that copies of the video are available at the Library for members of the public, as well as copies at Town Hall. Morris gave an update on what is planned for the next steps in the project, followed by a discussion of those plans with the Commission, including an explanation of the RFP process, a Community Land Trust Program, and suggestions of ways to further inform the public.

There was no public input.

- 6a. Discussion and possible approval of the Commission's 4th Quarterly Report of 2007.**
There was no action taken.

Chairperson Mina reviewed with the members the items to be included on the 4th Quarterly Report; for uniformity, she will look into the format that other Commissions are using and will work on the Report this coming week.

- 7. Discussion, consideration and possible recommendation to council regarding funding options for the new library and the Library Commission's role in this matter. Town Manager Mike Scannell may participate in this discussion. This discussion may include Linda Harkness's presentation on financing options for the new library.**
On a motion by Mina, seconded by Chatley, the Commission recommended that Council consider appraising the land at the Cliffs Parkway and allocate that amount from the General Fund, or CIP; the motion failed by unanimous vote.

On a motion by Mina, seconded by Chatley, the Commission voted unanimously to amend the original motion to recommend that Council appraise the Cliffs Parkway 5 acres and fund, using one of the Town funds, the Library so that that money is available to be used for initial costs to develop the Library, i.e., engineering funds, or whatever else is necessary.

Director Laurito said that Manager Scannell at the Council meeting in December had proposed options for funding the new library through Town funds, and he has been invited to outline those options for the Commission.

Town Manager Scannell reviewed the funds on hand for parks acquisition, the tax revenue providing ongoing funding, a proposal to use a portion of that tax revenue for the library, and detailed the two different concepts of debt funding and pay-as-you-go funding. In addition, Scannell suggested that the 5-acre property could be appraised, with the Town paying that amount over to the library construction account now, and retaining the property as an asset for a future sale. The Commissioners and Linda Harkness joined in a discussion of Scannell's presentation, including entertaining the idea of forming a 501(c)(3) organization.

During further discussion on forming a 501(c)(3), Scannell confirmed that Attorney Sims is aware of the issue of a non-profit corporation, and suggested that the Commission prepare in advance of the January 9th meeting a proposal on what it takes to create a non-profit group and let the Council know how the Commission would like to see it established, what its powers would be, how the directors would operate, and how to move forward, possibly including the name of an attorney specializing in creating non-profits.

A lengthy discussion followed on the process of creating a 501(c)(3). Further consideration of the subject will be brought up for the January 9th meeting; staff will follow up accordingly.

PUBLIC INPUT

(Comment from the following individual is summarized.)

Linda German asked that the Commission give serious thought to Mr. Scannell's suggestion about debt financing; Camp Verde is on a precipice of growth and users of the future can help pay for the building.

There was no further public input.

- 8. Discussion and possible recommendation to council on the projected costs associated with the construction of the new library building. This discussion may include but not limited to the conceptual drawings of the new library presented by Linda Harkness,**

engineering costs, architectural costs, the cost of any permits and other construction costs.

Staff was directed to put together a package consisting of material and information provided by Mr. Scannell, Ms. Harkness, Director Laurito, including research on ALA, regarding projected costs, including advertising, to be provided to the members and then presented at the January 9th meeting.

After a general discussion the Commission agreed on the need for documentation for the January 9th meeting, and directed staff accordingly.

There was no public input.

8a Discussion and possible recommendation to Council about the funding of the new library to be presented at the January 9th Town Council work session.

There was no action taken.

It was agreed that no further discussion was necessary on this item.

Manager Scannell was excused from the meeting at 8:43 p.m.

9. Discussion regarding the grant writing process, procedure and the appropriate manner to approach donors. This may include discussion regarding grants for construction and general grant sources.

Commissioner Pastine said she had no update on this item; there was a brief discussion on grant writing and working with a 501(c)(3) in general.

PUBLIC INPUT

Linda German asked about Commissioner Pastine's grant writing experience. Pastine outlined in great detail her experience working on grant writing with various institutions, and then held a further discussion on the issue directly with Ms. German.

There was no further public input.

10. Discussion regarding creating guidelines for procedures to recognize donors. This may include but not limited to names on the building or recognition in the papers. This subject will be included in the list of issues to be discussed at the January 9th Work Session.

11. Update, discussion and possible recommendations to council regarding a list of citizens to be included on the fundraising committee for the new library.

This item will be continued to the January 9th meeting for direction from the Council on what to do.

12. Discussion of "green" building sources, technology and funding.

Commissioner Pastine said she had brought with her a book on marketing "green" buildings; she offered to share that with anyone who might be interested, including another book that she had. It was suggested that one of the members might contact Councilor Ron Smith since he apparently had some information on green building.

13. Discussion of where the funds came from to pay the previous library architect.

Director Laurito said that his research seemed to indicate that the money came from the Mary Lyons fund; he is aware of no other source.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Linda German said that the amount paid was roughly \$100,000; however, the total amount of square feet designated for the library in that building was about one-third of the total area, with

two-thirds designated for the government offices; therefore, two-thirds of the cost should be reimbursed to the Library building. *Ms. German was reminded that the building was supposed to be all for the Library in the future, and the members discussed with Ms. German the idea that it would be good to bring that up at the January 9th meeting; Ms. German insisted that the blueprints indicated offices and the library and that should be checked out.*

There was no further public input.

14. Call to the Public for Items not on the Agenda

There was no public input.

15. Discussion and consideration of the Director/Staff Report.

In addition to his written report, Laurito commented on the individual who has been hired to help at the Beaver Creek branch, saying that she will help recruit volunteers there.

16. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests:

Nielson said he would be contacting Laurito regarding placing an item on the agenda; he apologized for not being to hear well at this meeting without his hearing aids.

Heuman commented on the "dog-and-pony" show on December 5th; she feels the Commissioners got their point across.

Chatley suggested an agenda item to discuss a future sign, or slogan.

Doering would like to see an agenda item in the future for discussion of the layout and the architectural proposal that Joel Westervelt developed as to the suitability to the needs of the Library, perhaps at the January 17th meeting. There was a discussion regarding possibly bringing it up at the January 9th meeting, as well as other items that are planned to be discussed then.

Heuman questioned the difference between a Work Session and a Regular Session and whether a Regular Session can be a Work Session; Laurito will get information to answer her questions.

Doering reminded the members about avoiding discussions during this portion of the agenda; that was followed by a discussion for clarification.

17. Adjournment

On a motion by Mina, seconded by Nielson, the meeting was adjourned at 9:05 p.m.

Lisa Mina, Chairperson

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Library Advisory Commission of the Town of Camp Verde during the Regular Session of the Library Advisory Commission of Camp Verde, Arizona, held on the 20th day of December 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Margaret Harper, Recording Secretary

Library Director's Report

December 2007

Statistical Report

December circulation statistics are as follows. A total of 4899 items were circulated including 53 audio books, 74 kid's videos and 276 adult videos. 167 work hours were volunteered in December. The December catalog usage statistics were as follows 3618 searches were performed. 795 patrons logged into the system, placed 818 holds and renewed 359 items. 5 people updated their own records. Beaver Creek statistics were not available in time for this report.

Physical Changes to the Current Library / New Library Developments

There was a problem with the thermostat in the children's room. It was replaced and that problem was solved. The big rains we had leaked into the children's librarian's office and triggered a foul moldy smell. We had the propane system checked for leaks and when we replaced ceiling tiles that had been leaked on, the smell went away. The next step in our building project is to figure out the money. The project needs a financial commitment from the town to succeed. There are a number of ideas on the table and there will be a council workshop on January 10th to discuss and possibly set the financial course of the project. Everyone wants a new library as soon as possible. In addition to council, the Library Commission staff and interested members of the public will be in attendance.

Books Videos, Computer Updates

In December we added 210 items to the collection including 18 videos. The new book list is now available on our website at www.cvaz.org/library Click on the "New Books List" link on our home page. We will still have paper copies available here at the library. Our computerized management system for our public access computers is working well. We have most of the kinks worked out of the system and the patrons are getting use to it.

Programs & Activities

In December, we hosted 2 adult programs, 8 children's programs, 1 program for all ages, and 2 school visits. We had a total of 64 adults and 116 children at our programs. We had a total of 6 volunteer hours donated in this department last month.

Funding & Fund Raising

The Library Endowment Group's holiday wreath competition was a great success. The whole event brought in about \$3000 for the endowment. The Basha's "Thanks A Million Program" is running again. The number is 23066. Please link it to your "Thank You" card and the Endowment gets a percentage of your shopping dollars. I am also encouraging people to sign up for the e-Scrip program (number 152446398). If anyone has any questions, they may contact the library. You can also get more information on the Internet at <http://www.escrip.com/> The eScrip program is nation wide and ongoing. The closest participants are Safeway Grocery Store, Office Max, and Servicemaster Clean in Cottonwood and New Frontiers Market in Sedona. Funding for the new building is now the hot topic of the building project. As mentioned above, the council, the library commission and interested citizens will be meeting to form a plan to fund & build this project. We are starting to think about what we need to ask for in next year's M & O budget. There has been a call for opening on Mondays and we will need a new copier for public use. We will be putting these projects into the budget and see what comes out in June.

Publicity

December was a slow month for publicity. Our building project has kept us in the public eye. There are a lot of ideas for funding the project. We will be coming up with ideas for Amber Polo to write about in the months ahead. The Library Endowment had a lot of publicity about its Christmas Wreath competition and auction. The event was very successful.

Meetings Attended

Jan attended a network's cataloging committee meeting on Dec. 7th. Various issues related to the cataloging of library materials were discussed. Our staff meetings are working out nicely. We have settled on Tuesdays at 11:00AM as a good time to meet. I welcome the opportunity to get input from the staff on library business. It is also an easy and convenient way to share information amongst each other.

Miscellaneous Items

We hired Donna Hicks to work our Beaver Creek Branch. She will be recruiting new volunteers to help her and eventually she will help us solicit donations to help increase library services at that location. Donna lives in the Beaver Creek area and that will be a big help for our efforts to "grow" a library out there.

A	B	C	D	E	F	
1	Dec 2007 Program Statistics					
2	DATE	DESCRIPTION OF PROGRAM	# Children	#Teens	#Adults	Misc.
3	12/1/2007	Scrapbooking for all	1	0	3	
4	12/4/2007	Scrapbooking for Adults	0	0	11	Karen Workshop
5	12/5/2007	Rewards	18		7	
6	12/5/2007	School Visit	23	0	3	
7	12/11/2007	School Visit	10	0	1	Mr. Gagnon-School Visit AH
8	12/11/2007	Scrapbooking for Adults	0	0	12	
9	12/12/2007	Sing, Say & Sign	11	0	7	Sign Language - Cindy W.
10	12/13/2007	Music for Tots	6	0	4	Music - Kelly Cole
11	12/19/2007	Mrs. Santa Claus Program	21	0	12	
12	12/19/2007	School Visit	24	0	2	
13	12/20/2007	Music with David	2	0	2	
14		Program Totals	116	0	64	
15		Reference Questions	7			
16	Total	Volunteer hours for the Month	6			

YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATISTICS

Dec-07

VER	BOOKS AND MAGAZINES				AUDIOVISUAL					TOTAL CIRC	# ADULT PROG.	PROGRAMS					TOTAL ATTEND.	
	ADULT	YA	JUV	*PB EXCH.	AUDIO JUV	VIDEO JUV	CD ADT	*OTHER	# ADULT PROG. ATTEND.			# YA PROG. ATTEND.	# JUV (0-14) PROG. ATTEND.	TOTAL ATTEND.				
July	2360	163	940		90	123	226	7	1564	5473	3	17		5	185	210		
August	2193	94	996		75	106	192	3	1905	5564	2	12		6	112	132		
September	2238	91	969		43	127	203	1	1591	5263	2	12		6	137	149		
October	2186	108	928		100	118	220	2	1875	5537	4	30		13	245	292		
November	2146	106	883		58	123	221	2	1952	5491	3	21		11	184	205		
December	2006	60	533		53	74	276	2	1895	4899	3	26		8	116	153		
January										0						0		
February										0						0		
March										0						0		
April										0						0		
May										0						0		
June										0						0		
YTD	13129	622	5249	0	0	419	671	1338	17	10782	32227	17	118	0	0	49	979	1141

¹"OTHER" means puzzles + all renewals + ILLs borrowed
²Periodicals and magazines, unless individually barcoded, will go under paperback exchange (PB EXCH.)
 NOTE: The count for attendance at each type of program should include all persons in attendance, no matter what age.

SUBMIT CUMULATIVE REPORT TO LIBRARY DISTRICT BY THE 10TH OF EACH MONTH

REFERENCE		HITS AGAINST ELECTRONIC RESOURCES			INTERLIBRARY LOAN			VOLUNTEER HOURS			
VER	NO. OF REQUESTS	NO. OF REQUESTS COMPLETED	INCOMPLETE REQUESTS SENT TO OTHER LIBS.	ANSWERS PROVIDED TO OTHER LIBRARIES	***LOCAL RESOURCES	***REMOTE RESOURCES	BORROWED FROM ARIZ. LIBRARIES	BORROWED FROM OUT OF STATE	LOANED TO ARIZ. LIBRARIES	LOANED OUT OF STATE	
July	115	115					882	3	1073	23	300.25
August	75	75					1155	6	1125	14	543.25
September	104	104					975	5	1120	17	397.75
October	112	112					1245	4	1065	25	344
November	89	89					1197	3	1033	25	206.5
December	94	94					1140	7	929	6	167
January											
February											
March											
April											
May											
June											
YTD	589	589	0	0	0	0	6594	28	6345	110	1958.75

Unless you have counting software, "HITS" statistics will be taken in October and April only. You will be notified of the day.
A hit is counted every time the "search" command is used.
 ***** Local Resources" means use of resources paid for by the library used by patrons in the library.
 ***** Remote resources" means use of library equipment to gain access to resources not paid for by the library.

Camp Verde Dynix Circulation Report:				Dec-07			Page 1 of 4	
	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
Maps								
Periodicals								0
Puzzles								0
Vertical File								0
CDs						2		2
Adult REF								0
New Books								0
Oversize	7							7
Adult: romance coll								0
Adult Fic	643			48	216			907
Adult Mystery	342							342
Adult SciFi	29							29
Adult Western	109							109
Adult NonFic	550			5	60			615
Adult Biography	24							24
Adult LP Fic	69							69
Adult LP Bio								0
Adult LP Mystery	69							69
Adult LP NonFic	1							1
Adult LP Western	96							96
Adult SW Fic	13							13
Adult SW Oversize								0
Adult SW NonFic	48							48
Adult SW REF								0
Adult NR Bio								0
Adult NR Fic	2							2
Adult NR NonFic	4							4
Adult Spanish non								0
E Span. Fic			2					2
E Span. NonFic			6					6
E Biography			2					2
E Fic			208					208
E NonFic			43					43
E SW Fic								0
E SW NonFic								0
J Spanish Fic								0
J Spanish NonFic								0
J Biography			4					4
J Fic			102		53			155
J LP Fic								0
J NonFic			161		21			182
								0
Sub-Total	2006	0	528	53	350	2		2939
Camp Verde Dynix Circulation Report: Month/Year					Dec-07	Page 2 of 4		
Circulation Sub-Total								2939

