

AGENDA



**REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
THURSDAY, June 19, 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 – May 15, 2008
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – July 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 and possible recommendation to council regarding the Quarterly report for the 2nd quarter of 2008**
 7. **Discussion and possible recommendation to council regarding a fundraising golf tournament.**
 8. **Discussion and possible recommendation to council regarding Major Donors to the new library**
 9. **Discussion and possible recommendation to council on advertising for fundraising for the new library building. The discussion will include the financing of the advertising.**
 11. **Report on and discussion of the latest activities of the Concerned Citizens for Camp Verde Library (CCCVL)**

12. Discussion and possible recommendation to council regarding the 2008 / 2009 library budget

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

There will be no Public input on the following items:

14. 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.

15. 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.

16. Adjournment

Posted by: Jerry P. Lammitt

Date/Time: 6/13/8 11:00 AM

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, May 15, 2008
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 Nielson, Pastine, Doering, Chatley and Sykes were present.

Also Present:

Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Heuman.

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 – April 17, 2008

b) Set Next Meeting, Date and Time:

1) Regular Session – June 19, 2008 at 6:30 p.m.

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

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

There was no public input.

6. Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request for Proposals. (Copies of the Drachman Report are available at the Library and online at www.cvaz.org/townhall/Housing/)

On a motion by Mina, seconded by Heuman, Member Sykes was selected to act as Liaison for the Library Commission to meet with the Housing Commission in drafting the Request for Proposals.

Housing & Neighborhood Revitalization Director Matt Morris, together with input from Housing Commissioners Jeremy Bach, Tony Varela and Dave Freeman, gave a presentation on the background, the public outreach efforts and current progress of the proposed Parkway Homes development project on the Town-owned five-acre property located on Cliffs Parkway. Morris displayed charts showing the location of the property and proposed layout of the homes, a percentage of which will consist of attainable housing. The presentation outlined the primary goal of raising funds for the new Library while providing attainable housing opportunities for the working class citizens of Camp Verde.

During the discussion that followed, Morris reviewed the process of developing a Request for Proposal, receiving bids, and selecting a developer to purchase the parcel for the project. Morris also outlined different financing options for qualified buyers of the affordable homes that will number 25% of the total homes to be built. Morris explained that by selecting a liaison assisting in creating the RFP, the Library Commission will be able to provide valuable input for that initial step. The Housing Commission meets on the 3rd Tuesday of each month at 4:00 p.m.

7. Discussion and possible recommendation to council regarding a fundraising golf tournament.

On a motion by Mina, seconded by Nielson, the Commission voted unanimously to request Council approval for a fund-raising golf tournament to be scheduled at the CR Ranch Golf Course for August 23, 2008, with the resulting profits to go to the Library.

Member Sykes reported on contacting the Head Golf Pro at Beaver Creek Golf Course, now called the CR Golf Course, regarding setting up a golf tournament to raise funds for the library. The Pro confirmed that he and his staff would handle all the arrangements for and mechanics of actually holding the tournament for an estimated flat fee of \$40 per participant. A total fee of \$65 was suggested so that any amount over the \$40 would go to benefit the Library. The Commissioners would participate by soliciting donations for prizes and assisting with the publicity. Sykes said that the month of August was open. After a brief discussion the members agreed on setting the date of August 23rd, subject to Council approval of the proposed event.

8. Discussion and possible recommendation to council on any legal or financial issues regarding the construction of the new library building.

On a motion by Mina, seconded by Chatley, the Commission voted unanimously to recommend to Council that the issues and questions brought forth and outlined in the document prepared by Commissioner Doering be investigated by the Town Attorney to make sure that the Commission has full clarification on what is going on.

Note: Director Laurito will provide copies of the referenced document and questions.

Doering explained that he had a number of questions regarding some sections of the Code that he feels needs a review by an attorney to make sure that the actions being contemplated do not cause a problem later. In that connection, Doering had given to Director Laurito a copy of a document listing the sections of the A.R.S. statute that he had read that gave rise to the questions that he felt needed to be addressed. Doering summarized each of those sections and the questions that came to mind; he summed up those questions in a handwritten list that he shared with Director Laurito to accompany the document he had provided Laurito earlier.

9. Discussion and possible recommendation to council on advertising for fundraising for the new library building. The discussion will include the financing of the advertising.

There was no action taken.

Director Laurito reported that the Council had approved posting the progress sign at the library building; no funding had been included. A report from the CCCVL will be given in Item 10 regarding the funding that group is providing for the signage. There was no further discussion.

10. Report on and discussion of the latest activities of the Concerned Citizens for Camp Verde Library (CCCVL).

Linda Harkness, representing the CCCVL, gave a report on the activities of the group including the various planned fundraising efforts; design and preparation of the sign chart

that will indicate the amount of funds needed and being raised; grant writing progress; and research on the different steps required by both the non-profit group as well as the Town during the procurement process. Harkness confirmed that the correct name for the group is **Citizens Committee for the Camp Verde Library**.

11. Discussion and possible approval to list Library Advisory Commission in the CCCVL brochure as being among the groups that are contributing to the construction of a new library.

On a motion by Mina, seconded by Sykes, the Commission voted unanimously to request that the individual names of the Commissioners be added onto the CCCVL brochure.

Vice Chairperson Heuman provided copies of a draft proposed brochure by CCCVL for review by the Commission, and asked whether the members wanted their individual names to be listed as Library Commissioners. After a brief discussion, including acknowledgment that members do change from time to time on Commissions, it was generally agreed that the individual names of the current members should be listed on the brochure.

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

There was no public input.

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

Laurito referred to the written report, copies of which had been included in the agenda packets, and reviewed and highlighted portions of the report. Laurito clarified that \$1,000 of the approximately \$13,000 raised by the Denim & Lace event went to CCCVL.

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

Doering reported that a link to his updated website has been included on the Library Home Page highlighting current progress; he also reported on his link for receiving suggested slogans.

There were no other reports or agenda request.

15. Adjournment

On a motion by Mina, seconded by Chatley, the meeting was adjourned at 7:43 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 15th day of May 2008. 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

Camp Verde Community Library

Our Mission

The Town of Camp Verde Community Library strives to be the information center for the Camp Verde, Lake Montezuma and Rimrock areas. The Library will endeavor to provide a user-friendly place for people to gather and exchange ideas along with enabling people to access needed agencies and resources through community referrals. The Library also strives to be a cultural center for the community, reflecting the rich cultural diversity of the area.

Department Duties/Description

The Camp Verde Community Library is the information center for Camp Verde, Lake Montezuma, Rimrock and the surrounding areas. Information is available in many formats to our patrons in a friendly, non-discriminating, efficient atmosphere. The Library provides a user-friendly place for people to gather and exchange ideas. The Library also enables people to access agencies and resources through community referral. The Library also is a cultural center for the community, bringing in speakers, exhibits, and programs of interest as well as providing a collection of materials reflecting the rich cultural diversity of the area.

Department Staffing:

Director (1)
Librarian (1.75)
Children's Librarian (1)
Library Assistant (0.75 & 0.38)
Children's Library Assistant (0.5)
Special Program Instructors

Accomplishments for the Fiscal Year 2007/2008:

1. Started a reservation system for public access computers to streamline the use of the machines.
2. Contracted with Unique Management Services to help collect long overdue items and serious fines.
3. Started the Beaver Creek branch of the Camp Verde Library in partnership with Yavapai County Library District and area residents.
4. Circulated over 68,000 items. This is an all-time record total.
5. Hired Kathleen Lew, part-time Children's Library Aide to help with programming and to provide better services to our youngest users and their parents.
6. Started a library newsletter to keep patrons up to date about what is happening at the Library and in the world of information.

Performance Objectives for Fiscal Year 2008/2009:

1. Extend hours of operation to accommodate the Library patrons and allow for additional Library patronage.
2. Purchase a new external bulletin board to accommodate flyers for various service agencies in our area.

Significant Expenditure Changes:

- * Increase of \$500 in Travel (7015) to account for deletion of Fuel/Oil/Lube line item in previous budget.
- * Increase of \$1,000 in Office Supplies (7030) for new postage meter and bulletin board.
- * Increase of \$20,000 in Books/Tapes/Publications (7036) to account for the deletion of the Materials/County Match line item in the previous budget.
- * Increase of \$1,000 in Contract Labor/Services (7120) for additional courier delivery services due to extending hours to open on Mondays.
- * Increase of \$1,000 in Library Programs (XXXX) to continue to build on the teen programs.
- * Increase of \$1,300 in Equipment Lease (8020) for lease of postage meter.

Fiscal Notes

- * Workman's Compensation calculations include 3500 hours of volunteer time calculated at \$9.84 per hour.
- * The revenue line item "Library Donations" has been renamed to "Library Fines/Fees" to more accurately describe the monies being deposited. A new account has been created in the Donations Fund to track the Library's donations and related expenditures. The separation of these revenue items accounts for the decrease in the Library Donations account.

	ESTIMATED	
	2007/2008 BUDGET	2007/2008 ACTUAL
Salary Related Expenditures		
6000 Salaries	197,943	193,511
6001 Overtime	500	0
7014 FICA	12,303	11,978
7013 Medicare	2,877	2,806
7015 Retirement	18,259	18,577
7011 Unemployment Insurance	689	689
7012 Workman's Compensation	1,064	900
6002 Health, Life & STD Insurance	26,211	27,338
6003 Dental Insurance	1,630	652
Total Salary Expenditures	\$ 261,477	\$ 256,450

NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE
6000	Salaries
6001	Overtime
6010	FICA
6011	Medicare
6012	Retirement
6013	Unemployment Insurance
6014	Workman's Compensation
6020	Health, Dental, Life & STD Insurance
6021	Dental Insurance
	Total Salary Expenditures

2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
203,530	203,530	
500	500	
12,650	12,650	
2,958	2,958	
19,281	19,281	
492	492	
972	972	
27,873	27,873	
0	0	
\$ 268,256	\$ 268,256	\$ -

Operational Expenditures

6009 Training	600	410
6010 Travel	800	665
6040 Office Supplies	6,500	5,094
6011 Subscription/Memberships	350	437
6042 Books/Tapes/Publications	25,000	25,862
6075 Advertising	400	427
6080 Postage	2,000	2,270
6201 Computer Services/Software	1,000	1,379
6020 Fuel/Oil/Lube	500	500
6055 Electric	7,000	6,865
6056 Propane	3,000	3,318
6057 Water	750	799
6058 Waste Removal	800	564

Operational Expenditures

7010 Training	600	600
7015 Travel	1,300	1,300
7030 Office Supplies	7,500	7,500
7035 Subscriptions/Memberships	350	350
7036 Books/Tapes/Publications	45,000	45,000
7038 Advertising	500	500
7039 Postage	2,500	2,500
7040 Computer Services/Software	1,000	1,000
7055 Fuel/Oil/Lube	0	0
7060 Electric	7,500	7,500
7061 Gas/Propane	3,000	3,000
7062 Water	800	800
7063 Sewer	0	0
7064 Waste Removal	666	666
7065 Telephone	2,917	2,917
7066 Cell Phone	0	0
7067 Pest Control	315	315
7110 Legal Services	2,775	2,775
7120 Contract Labor/Services	6,000	6,000
7300 Commission Expense	250	250
7613 Volunteer Expenses	1,250	1,250
n/a		

600	600	
1,300	1,300	
7,500	7,500	
350	350	
45,000	45,000	
500	500	
2,500	2,500	
1,000	1,000	
0	0	
7,500	7,500	
3,000	3,000	
800	800	
0	0	
666	666	
2,917	2,917	
0	0	
315	315	
2,775	2,775	
6,000	6,000	
250	250	
1,250	1,250	
500	500	
4,000	4,000	
8,500	8,500	
13,500	13,500	
\$ 110,722	\$ 110,723	\$ -

6094 Contractual Services	5,000	3,501
6066 Commissioner's Expense	250	262
6004 Volunteer Expenses	1,000	1,012
6026 Building Maintenance	500	594
6031 Equipment Maintenance	500	1,468
6048 Materials/County Match	20,000	20,000
6052 Amigo/Aznet	4,000	2,430
6067 Library Programs	8,000	8,000
9055 Donations	200	200

Equipment Maintenance

Amigo/Aznet-Lib Database Access	4,000	4,000
Library Programs	8,500	8,500
Dynix-Lib Automation Program	13,500	13,500
Library Grants		
Total Operational Expenditures	\$ 110,722	\$ 110,723

Total Operational Expenditures

\$ 88,150	\$ 86,057
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Equipment/Capital Expenditures

9001 Equipment/Furniture	2,000	1,124
132 Copier Maintenance Contract	700	33
104 Dynix	13,500	9,353
Total Equipment/Capital Expenditures	\$ 16,200	\$ 10,510

Equipment/Capital Expenditures

8000 Office Equipment/Furniture	2,000	2,000
8020 Equipment Lease	2,000	2,000

Total Equipment/Capital Expenditures

2,000	2,000	
2,000	2,000	
\$ 4,000	\$ 4,000	\$ -

Total Expenditures

\$ 365,827	\$ 353,017
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Total Expenditures

\$ 382,979	\$ 382,979	\$ -
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Revenues

Library Revenues		
40-4120 Library Donations	6,000	11,058
43-4500 Library District	58,000	58,000
43-4600 50% Library Match	15,000	0
43-4800 Library Computer Equipment	0	0
Total Departmental Revenues	\$ 79,000	\$ 69,058

Revenues

Library Revenues		
Library Fines/Fees	4,200	4,200
Library District	80,718	80,718
50% Library Match	0	0
Library Grants	0	0
Total Departmental Revenues	\$ 84,918	\$ 84,918

Net Subsidy From/ <Contribution To> General Purpose Revenues

\$ 286,827	\$ 283,960
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\$ 298,061	\$ 298,061	\$ -
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Beaver Creek Library

Our Mission

The Beaver Creek Library will provide for the informational needs of the Beaver Creek area.

Department Duties/Description

The Beaver Creek Library operates as a branch of the Camp Verde Community Library. It is in partnership with the Yavapai County Library District and the Beaver Creek Community. At this point in time, the branch operates as a pickup and drop off location where patrons return checked out items and pick up library items they've previously requested. Library patrons may also sign up for library cards and place holds on any item held by the Yavapai Library Network. As this project grows, we will be adding other services.

Department Staffing:

Library Assistant (0.40)

Accomplishments for the Fiscal Year 2007/2008:

1. Opened for business on July 5, 2007.
2. Steady increases in usage statistics.
3. Hired a part-time employee to cover the 16 hours per week of operation.
4. Obtained a small, but faithful, group of volunteers to help run the library.

Performance Objectives for Fiscal Year 2008/2009:

1. Raise enough money from the Beaver Creek area to help pay the bills and facilitate future growth.
2. Recruit new volunteers to allow for staffing flexibilities and to possibly expand hours of operation.

Significant Expenditure Changes:

- * Establishment of budget unit in 2008-2009 fiscal year.

Fiscal Notes

- * Yavapai County Library District funds the expenditures for the Beaver Creek Library Site. The revenue listed is the funding from Yavapai County Library District.

	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
Related Expenditures							
Salaries			6000	Salaries	7,533	7,533	
7011 Overtime			6001	Overtime			
7014 FICA			6010	FICA	467	467	
7013 Medicare			6011	Medicare	109	109	
7015 Retirement			6012	Retirement	0	0	
7011 Unemployment Insurance			6013	Unemployment Insurance	69	69	
7012 Workman's Compensation			6014	Workman's Compensation	31	31	
6002 Health, Life & STD Insurance			6020	Health, Dental, Life & STD Insurance	0	0	
6003 Dental Insurance			6021	Dental Insurance	0	0	
Total Salary Expenditures	\$ -	\$ -		Total Salary Expenditures	\$ 8,208	\$ 8,209	\$ -
Operational Expenditures				Operational Expenditures			
6009 Training			7010	Training			
6010 Travel			7015	Travel			
6040 Office Supplies			7030	Office Supplies	700	700	
6011 Subscription/Memberships			7035	Subscriptions/Memberships			
6042 Books/Tapes/Publications			7036	Books/Tapes/Publications			
6075 Advertising			7038	Advertising			
6080 Postage			7039	Postage	85	85	
6201 Computer Services/Software			7040	Computer Services/Software			
6020 Fuel/Oil/Lube			7055	Fuel/Oil/Lube			
6055 Electric			7060	Electric			
6056 Propane			7061	Gas/Propane	500	500	
6057 Water			7062	Water			
			7063	Sewer			
			7064	Waste Removal			
			7065	Telephone	1,693	1,693	
			7066	Cell Phone			
			7067	Pest Control	300	300	
			7110	Legal Services			
			7120	Contract Labor/Services			
			7300	Commission Expense			
			7613	Volunteer Expenses			
			n/a				
				Library Facility Rent	15,000	15,000	
Total Operational Expenditures	\$ -	\$ -		Total Operational Expenditures	\$ 18,279	\$ 18,278	\$ -
Equipment/Capital Expenditures				Equipment/Capital Expenditures			
7011 Equipment/Furniture			8000	Office Equipment/Furniture	240	240	
7012 Copier Maintenance Contract			8020	Equipment Lease			
7014 Dynix							
Total Equipment/Capital Expenditures	\$ -	\$ -		Total Equipment/Capital Expenditures	\$ 240	\$ 240	\$ -
Total Expenditures	\$ -	\$ -		Total Expenditures	\$ 26,727	\$ 26,727	\$ -
Revenues				Revenues			
Beaver Creek Library Revenues				Beaver Creek Library Revenues			
IGA with Yavapai County Library District				IGA with Yavapai County Library District	26,727	26,727	
Beaver Creek Library Donations				Beaver Creek Library Donations			
Total Departmental Revenues	\$ -	\$ -		Total Departmental Revenues	\$ 26,727	\$ 26,727	\$ -
Net Subsidy From/Contribution To General Purpose Revenues	\$ -	\$ -			\$ 0	\$ -	\$ -

Capital Improvement Projects

Department Duties/Description

The Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the Town of Camp Verde. A portion of the Town's Sales Tax collections are used to fund the Capital Improvement Projects Fund.

Accomplishments for the Fiscal Year 2007/2008:

1. Hot mopped the roof on Rio Verde Plaza.
2. Purchased two (2) new patrol vehicles for the Marshal's Department.
3. Purchased new tractor for the Maintenance Department.
4. Contributed to local organizations.
5. Supplied \$722,000 to the Streets/HURF Fund to cover the deficit in the fund along with providing the needed funds to complete the Sanitary District Streets Overlay Project, Finnie Flat Sidewalks, and Town Site Improvements grant match.

Performance Objectives for Fiscal Year 2008/2009:

1. Upgrade the Town's infrastructure with regard to networking and computer systems.
2. Purchase a Town-wide software package that will integrate the various departments of the Town and provide for increased customer service and reliability of information.
3. Obtain architectural and engineering service to develop plans for the construction of a new Library facility.
4. Relocate the Town's Public Works/Streets Department yard to the new 118 acre parcel to alleviate the \$36,000 lease payment for the current Public Works/Streets Department yard rent.
5. Provide support to the Streets/HURF Fund to allow the Department to provide adequate services to the citizens.

Significant Expenditure Changes:

- * Capital Improvements Projects vary from year to year, therefore, the majority of the expenditure changes are significant.

Fiscal Notes

- * In order to continue to provide adequate services to the citizens of Camp Verde, staff has re-allocated the percentage of revenues distributed to the CIP Fund. In the 2008-2009 fiscal year, staff is allocating 10% of the total Town Sales Tax revenues to the CIP Fund. Though this amount is approximately 1/3 of the normal annual contributions to the CIP Fund, staff feels that the fund balance in the CIP Fund is substantial enough to provide for the capital needs of the Town in the 2008-2009 fiscal year without the high level of sales tax allocation as in the past.
- * \$200,000 allocated to the Library Facility is designated for Architectural and Engineering services to devise plans to construct a new Library.
- * \$100,000 allocated for Animal Shelter - New Facility is to set aside money for the construction of a new facility.
- * \$129,100 allocated to Public Works Yard Construction is for the first phase of construction on a new Equipment and Shop Yard for the Public Works/Streets Departments located on a portion of the 118 acre Community Park site.
- * Streets/HURF Fund Subsidy is provided to the Streets/HURF Fund to cover a portion of the costs of Street Improvements and Construction costs.

Expenditures

Requested Projects

5015	Verde Lakes Drive
5016	Finnie Flats Drainage
5035	Water Co. Debt Service Encumbrance
5036	Sanitary District
5071	Hot Mop Rio Verde Plaza Roof
5080	CVMO Vehicles
5081	Police Radio Upgrade
5086	Parks Vehicles
5087	Solar Heating System & Pool Covers
5089	Pool Remodel
5091	Duct Work-Adult Literacy
5095	Rolling File Cabinets
5096	Court Remodel
5111	CVMO Well
5115	CVMO Remodel
5116	CVMO Remodel-Furniture/Equipment
5121	Library Enhancement
5180	Impact Fee Study
5220	110 Diesel Tractor
6094	P&Z Consultant
6095	Permit Software (Comm Dev)
7000	Organizational Donation
8090	Chamber of Commerce
	Incode Software
	Computer/networking infrastructure upgrades
	CVMO Evidence Lockers
	Animal Shelter - New Facility
	Library Facility
	Active Net Recreation Software
	Pool Heater
	Public Works/Streets Office Remodel
	Public Works Yard Construction
	Streets Inspector Truck
	Total Requested Projects

2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
0	0	0	0	
0	0	0	0	
100,000	0	0	0	
135,000	0	0	0	
8,000	8,000	0	0	
72,000	72,000	144,000	72,000	
0	0		0	
0	0		0	
58,500	0		0	
0	0		0	
0	0		0	
20,000	0		0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
10,000	6,000	10,000	10,000	
0	0		0	
38,000	32,921		0	
0	0		0	
80,000	0		0	
32,000	10,000	0	0	
135,000	0	0	0	
		60,000	60,000	
		50,000	50,000	
0	0	15,800	15,800	
0	0	100,000	100,000	
		4,000,000	200,000	
		10,500	10,500	
		20,000	20,000	
	18,400	0	0	
		129,100	129,100	
		32,000	32,000	
\$ 688,500	\$ 147,321	\$ 4,571,400	\$ 699,400	\$ -

Operating Transfers

Streets/HURF Fund Subsidy for St Improv
Total Operating Transfers

	722,000	259,570	204,072	
\$ -	\$ 722,000	\$ 259,570	\$ 204,072	\$ -

Total Expenditures

\$ 688,500	\$ 869,321	\$ 4,830,970	\$ 903,472	\$ -
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Revenues

CIP Fund Revenues

4001 CIP Fund Revenue
Total Departmental Revenues

700,000	580,000	240,000	240,000	
\$ 700,000	\$ 580,000	\$ 240,000	\$ 240,000	\$ -

Net Subsidy From/<Contribution To> CIP Fund Balance

\$ (11,500)	\$ 289,321	\$ 4,590,970	\$ 663,472	\$ -
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Prior Year Ending CIP Fund Balance
Estimated Ending CIP Fund Balance (deficit)

	\$ 1,719,178	\$ 1,429,857	\$ 1,429,857	\$ 1,429,857
	\$ 1,429,857	\$ (3,161,113)	\$ 766,385	\$ 1,429,857

Library Building Fund

Library Building
Fund 15-000

Department Duties/Description

The Library Building Fund is comprised of monies donated to the Town of Camp Verde with the express intention of being used to fund the construction of a new library facility. The majority of these monies were received as the result of the Camp Verde Public Library being named as the beneficiary of an estate. The Town received quarterly distributions from the trust that is currently managing the estate. In addition to the monies received from the estate, other donations received from the public with the intent of being used for the construction of a new library are also included in this fund.

Fund

Library Building Fund Expenditures
50-8000

Library Building Fund Expenditures
Library Master Plan Design
Library Building Expenditures
Total Library Building Fund Expenditures

2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
0	0	0	0	
0	0	0	0	
\$ -	\$ -	\$ -	\$ -	\$ -

Revenues

Library Building Fund Revenues
40-4600 Donation Revenues
40-4800 Interest Revenues
Total Library Building Fund Revenues

0	23,722	14,449	14,449	
0	12,881	10,000	10,000	
\$ -	\$ 36,604	\$ 24,449	\$ 24,449	\$ -

Net Subsidy From/<Contribution To> Library Building Fund Balance

\$ -	\$ (36,604)	\$ (24,449)	\$ (24,449)	\$ -
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Prior Year Ending Library Building Fund Balance
Estimated Ending Library Building Fund Balance (deficit)

	\$ 186,440	\$ 223,044	\$ 223,044	\$ 223,044
\$ 186,400	\$ 223,044	\$ 247,492	\$ 247,493	\$ 223,044

Library Director's Report

May 2008

Statistical Report

May's circulation statistics are as follows.

A total of 6124 items were circulated including 80 audio books, 141 kid's videos and 219 adult videos.

201 work hours were volunteered

The May catalog usage statistics were as follows

9099 searches were performed.

956 patrons logged into the system,

Placed 1110 holds

Renewed 414 items.

3 people updated their own records.

Beaver Creek statistics were as follows in May

56 searches

14 hold was placed

no items were renewed.

In May 303 people visited the branch.

2 new cards was issued

0 ILLs were processed.

10 volunteer hours given

Physical Changes to the Current Library / New Library Developments

There was a problem with the air conditioner in the adult section of the building. A bad belt was replaced.

There was also a problem with a leaky roof in the Children's Librarian's office. Maintenance was quick to respond but the point of the leak is elusive & we hope they got it this time.

The Town council has directed staff to start looking for money for the building project. I don't expect anything to happen with this direction until we finish the budget process for fiscal 2008 - 2009.

Books Videos, Computer Updates

In May we added 206 items to the collection including 7 audio books. 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 still have paper copies available here at the library.

We are scheduled for anti-virus updates next week and that will eliminate the annoying pop-ups urging us to remedy that situation.

The Dynix system has been running slow lately because of bandwidth problems in Prescott. They are taking steps to fix the problem.

I haven't heard anything new about our problems with Rosetta Stone and MAC users. Both problems were referred to the systems administrator for solution. Please let us know about any problems accessing services & we work through the problems.

Programs & Activities

In May, we hosted 2 adult programs, 6 children's programs, 1 program for all ages, 2 programs for teens and 4 school visits. We had a total of 76 adults 15 teens and 170 children at our programs. We had about 13.75 volunteer hours donated in this department last month.

Funding & Fund Raising

We are talking with the Library Endowment Group about taking over the operation of our monthly book sale.

The manager and town council reviewed the library's 2008 / 2009 budget last month. We asked for \$4,000,000 for construction of the new library and for funds to pay for additional hours of library service to the public. The \$4,000,000 request for the building was cut to \$200,000 by the manager and then cut out all together by the Council. The funds for our additional hours of service were put on hold until at least January.

The Basha's "Thanks A Million Program" is finished for another year. It should start up again some time in September. The number for the Library Endowment is 23066 and I will let you know when to link it to your "Thank You" card to that number. 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. The Town is now going through some tough financial times. I believe we can get through it without cutting anything.

Publicity

This month, publicity was still about our programming. The calendar of events continues to appear in the Bugle.

We continue to get the word out about our next book sale on June 5th and every first Thursday of the month.

Meetings Attended

On May 1st, I attended 2 meetings related to the town as a whole. The first meeting dealt with information technology and the town's plans and needs in this area the second meeting was about risk management. Both meetings were very informative.

I had 2 meetings with members of CCCLV to prepare for a fundraising campaign.

On May 20th I attended a meeting to kick off the town's position and compensation study.

I also attended 2 council budget work sessions we all pay into the network

There were no activities this month

Miscellaneous Items

We are still working on drafting a lease agreement with the new owner if the building that houses our Beaver Creek Branch. We are also starting to work with the Beaver Creek Regional Council to help support this branch. I have attended 2 of their meetings to inform them about the project.

We are inching close to acquiring a postage meter to put postage on our outgoing mail. We have signed a lease agreement and are waiting for Pitney Bowes to sign and get us a meter. Our post office box expires at the end of June.

Page 3 of 4		YAVAPAI COUNTY LIBRARY DISTRICT - CUMULATIVE MONTHLY STATIST										May-08							
VER	BOOKS AND MAGAZINES					AUDIO/VISUAL					PROGRAMS								
	ADULT	YA	JUV	EXCH.	*PB	AUDIO	VIDEO	CD	*OTHER	TOTAL	CIRC	# ADULT	# YA	# JUV (0-14)	PROG.	ATTEND.	PROG.	ATTEND.	TOTAL
MONTH	ADULT	YA	JUV	EXCH.	*PB	JUV	ADT	JUV	ADT	JUV	ADT	PROG.	ATTEND.	PROG.	ATTEND.	PROG.	ATTEND.	PROG.	ATTEND.
July	2360	163	940			90	123	226	7	1564		3	17		5	185			210
August	2193	94	996			75	106	192	3	1905		2	12		6	112			132
September	2238	91	969			43	127	203	1	1591		2	12		6	137			149
October	2186	108	928			100	118	220	2	1875		4	30		13	245			292
November	2146	106	883			58	123	221	2	1952		3	21		11	184			205
December	2006	60	533			53	74	276	2	1895		3	26		8	116			153
January	2706	114	1145			71	155	340	7	2486		4	37		8	126			163
February	2332	76	1081			51	124	222	15	2340		5	34		12	200			267
March	2277	100	1024			84	104	236	0	2035		3	27		11	228			296
April	2188	120	1160			66	123	233	1	2145		3	38		12	180			248
May	2378	139	1074			80	141	219	4	2089		3	25		10	209			251
June																			0
YTD	25010	1171	10733	0	0	771	1318	2588	44	21877	63512	35	279	13	121	102	1922		2366

*OTHER" means puzzles + all renewals + ILLs borrowed
 **Periodicals 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.

VER	MONTH	REFERENCE		HITS AGAINST ELECTRONIC RESOURCES		INTERLIBRARY LOAN		VOLUNTEER HOURS			
		NO. OF REQUESTS COMPLETED	NO. OF REQUESTS INCOMPLETE TO OTHER LIBS. OR LIB. DISTRICT LIBRARIES	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	95	95				1530	9	1134	15	207.5
	February	99	99				1470	10	1148	11	207.75
	March	96	96				1310	9	1151	23	199.5
	April	72	72				1335	2	1233	15	234.5
	May	101	101				1252	7	1146	14	201
	June										
	YTD	1052	1052	0	0	0	13491	65	12157	188	3009

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:				May-08		Page 1 of 4		
	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
Maps								
Periodicals								0
Puzzles								0
Vertical File								0
CDs						4		4
Adult REF								0
New Books								0
Oversize	20							20
Adult romance coll	112							112
Adult Fic	794			75	186			1055
Adult Mystery	385							385
Adult SciFi	27							27
Adult Western	164							164
Adult NonFic	519			5	33			557
Adult Biography	20							20
Adult LP Fic	132							132
Adult LP Bio	3							3
Adult LP Mystery	91							91
Adult LP NonFic	1							1
Adult LP Western	51							51
Adult SW Fic	11							11
Adult SW Oversize								0
Adult SW NonFic	47							47
Adult SW REF								0
Adult NR Bio								0
Adult NR Fic								0
Adult NR NonFic								0
Adult Spanish non	1							1
E Span. Fic			25					25
E Span. NonFic			27					27
E Biography			10					10
E Fic			405					405
E NonFic			76					76
E SW Fic			1					1
E SW NonFic			2					2
J Spanish Fic								0
J Spanish NonFic			2					2
J Biography			12					12
J Fic			200		106			306
J LP Fic								0
J NonFic			293		35			328
								0
Sub-Total	2378	0	1053	80	360	4		3875
Camp Verde Dynix Circulation Report: Month/Year					May-08	Page 2 of 4		
					Circulation Sub-Total	3875		

	Adult #	YA #	J#	Audio	Video	CD	Other	TOTAL CIRC
J SW Fic			21					21
J SW NonFic								0
								0
YA Biography		9						9
YA Fic		86						86
YA LP Fic		43						43
YA Mystery								0
YA NonFic								0
YA REF								0
YA SciFi		1						1
YA Western								0
Total Circulation	2378	139	1074	80	360	4		4035
OTHER:							Other	
Maps								
Periodicals							246	
Puzzles								
Vertical file								
PB Exchange								
Phone Renewals							160	
Self Renewals							342	
Renewals							82	
Other Sub-Total							830	
	Dynix	In	Out of					
	Network	State	State					
	ILL's	ILL's	ILL's					
Borrow from:	1247	5	7				1259	
							Other Sub-Total	2089
							TOTAL CIRCULATION	6124
Loan to:	1109	37	14					
							TOTAL	6124

A	B	C	D	E	F
1	May 2008 Program Statistics				
2	DESCRIPTION OF PROGRAM	# Children	# Teens	#Adults	Misc.
3	5/1/2008 School Visit	30	0	2	Jackie's class 4 & 5
4	5/3/2008 Suncllasses Teens Music	1	7	7	Barbara Hughes
5	5/6/2008 Scrapbooking for Adults	0	0	12	Sara Malanca
6	5/7/2008 Children's Program	23	0	2	Cindy Wilmer
7	5/7/2008 School Visit	24	0	2	Carolyn
8	5/8/2008 Program Playtime	17	0	11	PS
9	5/10/2008 Suncllasses Teens Music	0	8	1	Barbara Hughes
10	5/14/2008 Children's Program	10	0	6	Cindy Wilmer
11	5/14/2008 School Visit	8	0	1	Stacy
12	5/15/2008 School Visit with Dogs	30	0	5	Doris and Judith
13	5/21/2008 Children's Program	16	0	9	Cindy Wilmer
14	5/24/2008 Scrapbooking for All	3	0	3	Saturday
15	5/27/2008 Scrapbooking for Adults	0	0	10	
16	5/28/2008 Children's Program	8	0	5	Cindy Wilmer
17	5/29/2008 MUSIC FOR TOTS new Program	0	0	0	Kelly Cole
18	PROGRAM TOTALS	170	15	76	
19	Reference Questions	13			
20	Total	13 3/4 hours			