

February 2018 Monthly Report



**Town Manager
Russ Martin
928-554-0001**

DEPARTMENT HEAD INFORMATION

Town Clerk	Judy Morgan	554-0021
Finance Director	Mike Showers	554-0811
Economic Development	Steve Ayers	554-0007
Marshal	Nancy Gardner	554-8301
Engineer/Public Works	Ron Long	554-0821
Magistrate	Paul Schlegel	554-0031
Librarian	Kathy Hellman	554-8381
Community Development	Carmen Howard	554-0054
Risk Management	Carol Brown	554-0003



Office of the Town Clerk February 2018

Business License 2018

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	11	11										
Renewal notices	87	87	85									
Total on File*	858	854										

*does not include Non Profits or Special Event Vendors

INFORMATION/RECORDS REQUEST 2017 (LIST ON FILE IN CLERK'S OFFICE)

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2018	8	15*											8
Number of Requests 2017	6	5	10	6	9	6	6	6	3	4	3	2	51
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	46
Number of Requests 2015	12	3	8	9	12	15	8	13	7	3	8	4	102
Number of Requests 2014	12	44	15	13	18	23	13	31	7	3	29	19	217

*Records request for February include reviewing over 500 e-mails

Clerk's Office Overall Revenue and Expense Report
 Monthly Activity
2017-2018

	Yearly Budgeted Amount 2017-18	July	August	Sept	Oct	Nov	Dec
2017-18							
Revenue	\$21,750	1,556.10	1,775.00	1,650.00	2,225.00	1,100.00	2,133.00
Expense	\$181,515	20,013.94	13,693.52	12,978.05	14,005.22	13,264.34	14,338.61

	Yearly Budgeted Amount 2017-18	Jan	Feb	March	April	May	June
Revenue	\$21,750	1,850.00	1,800.00				
Expenses	\$181,515	18,977.17	13,086.00				

Training

No formal training in February

Judy Morgan, Town Clerk

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3460	CONT	IDEAL CONSTRUCTION & MAINTENA	4100 E CAMPBELL AVE GILBERT, AZ 85234	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3461	REST	HOT DIGGITY DAWGS	1133 W LARIATE LANE CAMP VERDE, AZ 86322	1133 W LARIAT LANE
	COMMENTS:	[REDACTED]		
3462	RET	SAFELITE FULFILLMENT INC #580	PO BOX 182000 COLUMBUS, OH 43218	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3463	SERV	MTN DAVE HANDYMAN	PO BOX 392 CLARKDALE, AZ 86324	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3464	CONT	KIRBY ELECTRIC	3320 N KING STREET FLAGSTAFF, AZ 86004	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3465	RENT-R	PETE & DEBBIE ROULETTE	1922 RUSTLER TRAIL CAMP VERDE, AZ 86322	1922 RUSTLER TRAIL
	COMMENTS:	[REDACTED]		
3466	SERV	FARM BUREAU FINANCIAL SERVICE	PO BOX 2720 CAMP VERDE, AZ 86322	564 S MAIN STREET
	COMMENTS:	[REDACTED]		
3467	CONT	KOCISKO CONSTRUCTION	PO BOX 3011 FLAGSTAFF, AZ 86003	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3468	RET	MYSTICAL ATTICA	WILLIAM STORMS 1011 W APACHE TRL CAMP VERDE, AZ 86322	
	COMMENTS:	[REDACTED]		
3469	SERV	CHIP TAYLORS CUSTOM TATTOOS	2055 PAGE SPRINGS ROAD CORNVILLE, AZ 86325	493 S MAIN STREET
	COMMENTS:	[REDACTED]		
3470	SERV	MERCEDES OF THE 80S	1734 S QUARTERHORSE LN CAMP VERDE, AZ 86322	
	COMMENTS:	[REDACTED]		
TOTAL LICENSES:		11		



Town of Camp Verde

Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 02/28/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk							
Revenue							
01-120-40-410000	COPIES	0.00	0.00	0.00	16.10	16.10	0.00 %
01-120-40-412000	BUSINESS LICENSE FEES	20,000.00	20,000.00	1,350.00	16,000.00	-4,000.00	20.00 %
01-120-40-412100	LIQUOR LICENSE FEES	1,750.00	1,750.00	450.00	1,825.00	75.00	104.29 %
01-120-40-414101	SPECIAL EVENT PERMITS	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	21,750.00	21,750.00	1,800.00	17,841.10	-3,908.90	17.97 %
Expense							
01-120-20-600000	SALARIES	122,955.00	122,955.00	9,457.62	83,046.39	39,908.61	32.46 %
01-120-20-601000	FICA	7,625.00	7,625.00	579.41	5,096.08	2,528.92	33.17 %
01-120-20-601100	MEDICARE	1,785.00	1,785.00	135.51	1,191.87	593.13	33.23 %
01-120-20-601200	RETIREMENT	14,140.00	14,140.00	1,087.64	9,421.39	4,718.61	33.37 %
01-120-20-601300	UNEMPLOYMENT INSURANCE	280.00	280.00	2.38	334.01	-54.01	-19.29 %
01-120-20-601400	WORKERS COMPENSATION	370.00	370.00	16.78	147.37	222.63	60.17 %
01-120-20-602000	HEALTH, DENTAL & LIFE INSURANCE	18,760.00	18,760.00	1,549.74	11,897.09	6,862.91	36.58 %
01-120-20-695101	ALLOCATED WAGES HOLLAMON STR...	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-695102	ALLOCATED ERE HOLLAMON STREET ...	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-695201	ALLOCATED WAGES HOME GRANT	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-695202	ALLOCATED ERE HOME GRANT	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-701000	TRAINING	1,200.00	1,200.00	0.00	40.00	1,160.00	96.67 %
01-120-20-701500	TRAVEL	700.00	700.00	0.00	1,227.88	-527.88	-75.41 %
01-120-20-703000	OFFICE SUPPLIES	2,000.00	2,000.00	107.04	603.46	1,396.54	69.83 %
01-120-20-703500	MEMBERSHIPS	600.00	600.00	0.00	320.00	280.00	46.67 %
01-120-20-703800	ADVERTISING	1,000.00	1,000.00	0.00	1,196.86	-196.86	-19.69 %
01-120-20-703900	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-704000	COMPUTER SERVICES/SOFTWARE	0.00	0.00	0.00	5.00	-5.00	0.00 %
01-120-20-706000	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-706100	GAS/PROPANE	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-706200	WATER	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-706300	SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-706400	WASTE REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-706700	PEST CONTROL	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-711000	LEGAL SERVICES	2,000.00	2,000.00	0.00	575.25	1,424.75	71.24 %
01-120-20-712000	CONTRACT LABOR	6,000.00	6,000.00	150.00	3,150.00	2,850.00	47.50 %
01-120-20-713210	OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	145.22	854.78	85.48 %
01-120-20-758000	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
01-120-20-758100	RECORDING FEES	100.00	100.00	0.00	28.50	71.50	71.50 %
01-120-20-758200	RECORDS MANAGEMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	Expense Total:	181,515.00	181,515.00	13,086.12	118,426.37	63,088.63	34.76 %
Department: 120 - Town Clerk Surplus (Deficit):		-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73	37.04 %
Report Surplus (Deficit):		-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73	37.04 %

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk						
Revenue	21,750.00	21,750.00	1,800.00	17,841.10	-3,908.90	17.97 %
Expense	181,515.00	181,515.00	13,086.12	118,426.37	63,088.63	34.76 %
Department: 120 - Town Clerk Surplus (Deficit):	-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73	37.04 %
Report Surplus (Deficit):	-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73	37.04 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73
Report Surplus (Deficit):	-159,765.00	-159,765.00	-11,286.12	-100,585.27	59,179.73



CAMP VERDE MARSHAL'S OFFICE Monthly Report February 2018



Volunteers in Policing (VIPs):

- VIPs placed the speed sign out on the 260 to monitor traffic speeds several times this month
- VIPs T. Wiggle and N. Lanning conducted neighborhood patrols during the month

Training:

- Feb. 7-9 – Cmdr. Armstrong attended internal affairs investigation training hosted by Peoria Police Department
- Feb. 5-8 – Corporal Baizel attended week 2 of 3 of the Arizona Leadership Training program (ALP class 23) at AZPOST
- Feb. 22 – Sgt. Jacobs attended training on the new reporting requirements for state accident reporting provided by ADOT
- Feb. 27 – Annual in-service training was conducted for deputies, which covered search & seizure, legal updates, drug investigations for patrol, and accident reporting changes

Patrol:

- Feb. 3 – Deputy Richardson assisted Sedona Police with the annual Sedona marathon by patrolling the marathon route on motorcycle for safety of the runners.
- Feb. 19 – K-9 Deputy Jeff Bowers participated in multi-agency commercial vehicle safety inspections with ADOT ECD during the week of Feb. 19
- Feb. 23 – CVMO conducted a speed detail on SR260 as part of the GOHS “STEP” grant awarded to CVMO

Miscellaneous:

- Feb. 21 – CVMO hosted the quarterly MATFORCE luncheon for a discussion of drug awareness

Coffee with a COP:

- Held February 26 at Thanks a Latte

February statistics compared to last year

February	2017	2018
Total Calls	824	752
Traffic Stops	168	218
Animal Calls	56	51
Vehicle Burglary	5	0
Residential Burglary	6	5
Criminal Damage	7	2
Domestic Violence	18	5



Public Works February 2018

Engineering:

Ron, Troy and/or Deborah attended the following meetings/conferences:

- Met with RICK Engineering to discuss Old 279 Concept Plan
- NACOG – Transportation Technical Subcommittee
- ADOT – Roundabout #4 Grading at Cherry Creek
- Mayor German and Jessie Murdock to discuss options for Sports Complex donations
- Installed temporary construction fence at Sports Complex site
- Plan for the clear/grub by Town Staff at the Sports Complex
- Nature Conservancy – Amendment I for the Ground Water Recharge at Sports Complex
- Reviewed applicants for PW Analyst position
- NACOG – Sub Region Meeting
- ESP Grant possibilities with the YAN
- Town Manager meeting: Vehicle and Equipment needs for Public Works
- Followed up with questions to the Sports Complex Bid
- Obtained bids for the Kitchen Windows

Maintenance:

- Locate and repair underground water leak at CVMO
- Painting at Butler Park
- Carpet Cleaning at Administration Building
- Annual Fire Extinguisher and Alarm check
- Poured concrete slabs at Town soccer field Ramada's
- Assisted Fort Verde State Park to set up and disassemble tents
- Recore and rekey CVMO offices
- Work continues on the Community Kitchen remodel
- Daily work orders, Town and Park Grounds maintenance and Pool maintenance
- Put up banners for the Pecan/Wine Festival
-

Parks & Rec:

- Continued to handle requests for facility use at the Community Center, Room 204, sports fields and Room 305. AYSO and Little League are using Butler Baseball and Soccer fields regularly.
- Our Day trip program consisted of 2 trips this month, with a total of 34 people attending including a second bus on one trip. We also supported OLLI by providing a bus w/ driver for one of their programs with another scheduled in March.
- Grasshopper Basketball Grades 5 – 8 with 58 kids continued their season, which ends March 7th.
- We are continuing with our *Sportsites* online registration software and should be going live by March 9th for at least some of our events and will continue to develop the website to eventually include all facility reservations, trips, and programming.
- McDonald Brothers Construction was hired to complete the walking path at Rezzonico Family Park. They began work on the path February 26th.
- Mike and Shawna both participated in recruitment events for the Youth Council. Shawna assisted with several of the interviews.
- Planning continued for the Welcome Home Vietnam Veteran's Day event to be held in Camp Verde on March 31 continues.

- Mike attended the Verde Front Trails working group meeting.
- Planning continues for the Spring Heritage Pecan and Wine Festival.
- Both Mike and Shawna have registered for a Certified Parks & Recreation Professional certification program at a discount through the Arizona Parks & Recreation Association.

Wastewater Plant:

- Reviewed fixture count for one customer.
- Tasked with 39 Blue Stakes for the month.
- Received 2 call outs for plant alarms.
- Replaced fine diffusers in Second Stage of the plant.
- Continued site monitoring with gas meters.
- Worked with JR Pooler on sewer line expansion rate structure.
- APS has completed surveying for power line upgrade.
- UV/Filter building work in progress. Old electrical lines removed and bypass piping ready to be installed.
- Jetting and cleaning in progress.
- Sewer Work completed on Circle K.
- Joseph Calhoun is now a Grade 2 Wastewater Collection System Operator and David Richardson is now Grade 1 Wastewater Collection System Operator.
- David Richardson continues on Light Duty after his vehicle was hit by construction vehicle.

Repairs to 1st and 2nd stage air lines by Marine Diving Solutions



Streets:

- Multiple work orders
- Haul material from Cordes Jct to the streets yard
- Crack Seal various roads
- Patch pot holes in various roads
- Attend a road training at the county yard in Prescott
- Start work at the new park off McCracken Rd
- Multiple trips to Freightliner in Phoenix to pick-up trucks
- Pick up Waddles in Phoenix

MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – February 2018
DATE: 3/11/2018
CC: Department Heads, Town Council

Report from Library Director, Kathy Hellman: February and March typically bring several open grant applications on which I have been working. Two applications submitted and one to go. One of the grants we hope to get will impact the Children’s Library. Nadia suggested changing furniture around in order to create a space for children 6-11 to interact, play games, do crafts, etc. inside the Children’s room. We spent a couple of Sundays making changes and are still working to make the Children’s Library look more welcoming to children.



Friends of Camp Verde Library work every week behind the scenes. At my request, the Friends recently funded 12 new round tables and 50 more chairs for the library. This new furniture helps us provide better service to groups regularly using the library. Additionally, it eliminates the need for Town of Camp Verde facilities workers to haul tables and chairs from the gym to the library (and back again) when we have large events/programs.

Report from Youth Services Librarian, Nadia Torabi: In March, we will continue with Story Time, LEGO Club, STEAM Time, and Family Craft Night. Family Craft Night will be March 15th at 4:00 pm in celebration of St. Patty's Day. STEAM Time will continue to be with Miss Jamie on Saturdays at 1:00 pm. Miss Nadia is hosting field trips from the 2nd graders at United Christian School and the Preschool and Kindergarteners at the Montessori Children's House. The Children's Room was re-arranged to make the space more open and welcoming to the



older "tween" aged kids. A bit color was added to the back wall as well!

Report from Reference & PC Help Librarian, Gerry Laurito: The Vietnam film-viewing and discussion has had been meaningful for those attending. For some, the subject brought back unpleasant memories. Others not seen the series when it aired on Channel 8, and thought it balanced and well done.

We hope to bring the Story Share Outreach program to the Verde View Senior Apartments sometime in March. I am working with Lisa Griest from Yavapai County Free Library District to learn how to facilitate Story Share so that I can do programs on this side of the mountain. Lisa & I had a session ant the Christian Care Assisted Living facility in Cottonwood. I had a chance to participate in the program. It was fun to interact with these folks.

Report from Teen Librarian, Zack Garcia: February was a month of progress, specifically concerning the Youth Council. We interviewed the candidates with the help of the Town Council, asking each teen a series of questions to simulate a job interview. The goal was twofold: to give them real world experience, and to get to know their strengths and weaknesses as we appoint our first board. Our first official meeting will be in March. We will name the group, come up with a meeting schedule, learn Robert's Rules, and begin reading and amending the bylaws used for TAB. The group will introduce itself before Town Council at an upcoming meeting.

Report from Circulation Librarian, Alice Gottschalk:



To really keep up with what is going on at the library, don't forget to follow us on Facebook at:

<https://www.facebook.com/campverdelibrary>

FUN FACT!

The two small study rooms were used 43 times for a total of 110 hours by 56 people in February. Patrons are using these rooms for studying, taking tests, tutoring, gaming, and for private phone calls or other private business. Room usages by the Adult Learn Center is not included in these totals.



February 2018 - In This Issue:

Update from Your Library Director...

What's New...

Featuring...

Children's Library

Teen Library

What Else is Happening?

Update from your Library Director...

Ever wonder why we no longer have a FAX machine? Two reasons:

1. To send a fax we charged you \$1 per page. With our new Xerox machine, we can offer you FREE scanning and emailing. If you have an email address, you can scan the document you need to FAX, enter the email address and the machine will do the rest. It's FREE and you can email yourself a copy as well to verify receipt of the document.

2. Emailing your document removes the chance that you (or we) will enter the wrong phone number and send your personal information to wrong person.

If you need help with the process of scanning and emailing, just ask one of our PC Help Desk staff to show you how it's done.

What's New...



New Art Show
*Beauty in the Eyes
of the Beholder*
Opening Reception

THURSDAY
02/08 @4:30p
right before Music in the Stacks



*A collection of acrylics capturing beauty as artist,
Jordan White interprets it*



Camp Verde Community Library 554-8380

Art Exhibition - Opening Reception

Join us **Thursday, February 8 at 4:30p** for the opening reception of a new art exhibit in the walkway at the Library, followed by Music in the Stacks. The featured art was created by local artist, Jordan White. Her exhibit, Beauty in the Eyes of the Beholder, features a collection of acrylic paintings that captures the beauty she sees in the snapshots of life. [READ More...](#)

Health Screening: Know Your Numbers, Choose Your Lifestyle

Celebrate American Heart Health Month with FREE health screenings **Wednesday, February 7 between 9:00a and 3:00p**. Take the opportunity for non-fasting screenings for cholesterol, diabetes and blood pressure, sponsored by Northern Arizona Healthcare (NAH) and Verde Valley Medical Center. [READ More.](#)

Star Gazing Party

Forget Hollywood! Join members of Astronomers of the Verde Valley and gaze at the real stars Saturday, February 10 at 6:30p at Rezzonico Family Park. You'll see stars, planets, galaxies, and other heavenly bodies that you will never see in Hollywood.

[READ More](#)

Author Talk: W. L. Jardine

Join us on Thursday, **February 15th at 2:00p** for an Author Talk by W.L. Jardine, author of the book, [Beyond Bedrock](#). W.L. Jardine (aka Wendy Krause) is a lover of history and stories that bring out the resourceful natures we have been blessed with. She is the eldest of seven, a situation that often required resourcefulness. She taught industrial arts at an inner-city high school for several years. [READ More](#)

Vietnam Film Series Viewing and Discussion, continues

Beginning **Wednesday, January 24 and running through Wednesday, March 28 at 4:00p** the Library is pleased to offer a screening and discussion of The Vietnam War: A Film by Ken Burns & Lynn Novick. This is a 10-week series of 10 DVDs showing weekly on Wednesday afternoons. [READ More](#)

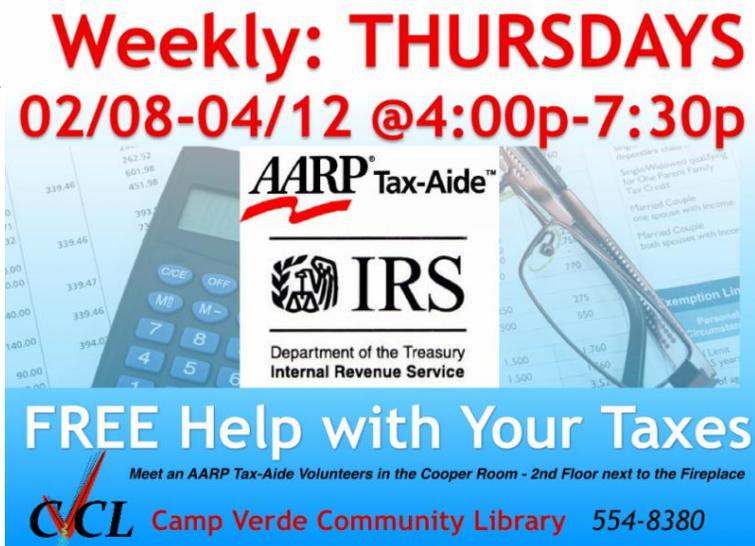
FEATURING... TAX Forms and Tax-Aide

Need state or federal tax forms? We can help at the PC Help Desk. Any forms not readily available for the taking, we can find and print for you. Tell us the name of the form and the year you need, and we will take it from there. Tax forms are free. Instructional booklets cost \$.10/page to print.

AARP Tax-Aides, certified by the IRS, are making themselves available to provide

- FREE Tax preparation
- FREE e-filing services
- FREE Walk-In service

Tax assistance is available to all individual and joint tax filers, no age restrictions, and AARP membership is not required. State and federal returns prepared and filed. [Click here for a complete list of Important Document to Bring to the Tax-Aide Site.](#)



Weekly: THURSDAYS
02/08-04/12 @4:00p-7:30p

AARP Tax-Aide™
IRS
 Department of the Treasury
 Internal Revenue Service

FREE Help with Your Taxes
 Meet an AARP Tax-Aide Volunteers in the Cooper Room - 2nd Floor next to the Fireplace

CVCL Camp Verde Community Library 554-8380

CHILDREN'S LIBRARY

Family Craft Night is Thursday, 02/08 @4:00p

The family that crafts together, laughs together. Crafting and laughing are excellent ways to build strong bonds and release tension. Make valentine crafts for the Valentines in your life!

StoryTime is Wednesdays @3:00p

Encourage a love of reading. Join Ms.Nadia for themed stories and crafts for preschoolers.

Lego Club is Thursdays @5:00p

Kids and Tweens join Ms. Nadia or Ms. Jamie for new Lego challenges each week.

S.T.E.A.M. Time Moves to Saturdays @1:00p

Beginning February 3rd, S.T.E.A.M. Time is moving to Saturday. S.T.E.A.M. Time is an interactive program highlighting science, technology, engineering, art and math themes for elementary school aged kids that meets weekly from 1:00p to 2:30p. S.T.E.A.M. themes for February 3rd and 10th are a Mystery Paper Bag Challenge and a Candy Hearts Math Challenge, respectively.

February 17 - March 17, Children's Library Clerk, Ms. Jamie, will use material provided by the Sedona Area Garden Club, called, On the Trail of Trees, Tracks and Tails, to lead children through a 5-week series of activities discovering facts about trees and animal life in the Verde Valley. This program is part of the Verde Valley SciTech activities designed to spark interest in the sciences and arts through interactive learning and to encourage self-initiated learning, critical thinking, creativity and problem solving.

Children participating in the 5-week series about trees, tracks and tails will get a take-home spiral-bound workbook and magnifying glass. Sturdy shoes and clothing appropriate for the weather should be worn since the S.T.E.A.M. Kids may be exploring Rezzonico Family Park under Ms. Jamie. Water will be provided by library staff.



Friday Movie Matinee (Parents' Time Out) March 02 @2:00p - 4:00p

Parents, sign your 6-11 year-old child/children in at the Children's Library with Ms. Nadia for a movie matinee on the first Friday of the month. Take time out, run errands or do something for yourself for a couple of hours while we entertain your kids. March 2nd happens to be Dr. Seuss' birthday, so we will start this new program by showing a Dr. Seuss movie or two. Popcorn will be served FREE. Candy and soda will be for sale to benefit the Friends of Camp Verde Library.

TEEN LIBRARY

Game Night with Zack - Thursdays @5:00p

Lay aside your tablets & smartphones, close that laptop and join with other teens to play games with Zack.

All-Ages Magic the Gathering (MTG) - Friday, 02/24 @12:00p

Meet Zack in the Teen Library for a rousing game of MTG!

Join Camp Verde Youth Council - Saturday, 02/10 @4:00p

Teens ages 12-17 are invited to get involved with the newly forming Youth Council @4:00p in the Teen Library. If you made it to the first meeting, come again and bring a friend!

The goal of putting together a solid civic group that will give teens a voice in the community is well underway. Get in on it while it's still in the formative stages and make a difference in your community of peers. Applications for interested youth will be available to fill out and submit. Immediately following the meeting, teens are invited to go star-gazing at Rezzonico Family Park with the ever-awesome Astronomers of the Verde Valley. See Zack for details or if you have any questions.

What *Else* is Happening?

[Click Here](#) to explore details about continuing programs/events like Music in the Stacks, Writer's groups, new items, and more...

[Library Calendar of Events](#)

CVCL will be closed Monday, 02/19 for Presidents Day.

STAY CONNECTED

[LIKE us on Facebook](#)

Camp Verde Community Library, 130 Black Bridge Road, Camp Verde, AZ 86322

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[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

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Constant Contact 

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	Feb-18	Feb-17	% change	YTD-FY18	YTD-FY17	% change
In-Library Uses						
Traffic Count	7,652	8,726	-12.3%	64,827	56,357	15.0%
New Cards Issued	59	161	-63.4%	745	900	-17.2%
Public Computer Sessions	1,363	1,414	-3.6%	11,177	12,589	-11.2%
Early Literacy Computer Use	119	45	164.4%	1,180	386	205.7%
Requests for Computer Help	102	158	-35.4%	879	954	-7.9%
Reference Questions	168	193	-13.0%	1,484	1,243	19.4%
Study Room Uses	43	n/a		422	n/a	
Study Room Use - Hours	110	n/a		892	n/a	
Study Room Use - People Served	56	n/a		649	n/a	
Community Room Uses	52	n/a		271	n/a	
Community Programs Attendance	405	n/a		2,058	n/a	
Total In-Library Use	9,463	10,697	-11.5%	80,292	72,429	10.9%
Library Programs						
Adult Programs	14	26	-46.2%	98	178	-44.9%
Adult Program Attendance	122	352	-65.3%	1,407	1,499	-6.1%
Children's Programs	14	n/a		146	n/a	
Children's Program Attendance	48	n/a		1,108	n/a	
Teen Programs	8	n/a		72	n/a	
Teen Program Attendance	67	n/a		498	n/a	
Total Library Program Attendance	237	558	-57.5%	3013	1543	95.3%
Circulation						
Items Checked Out	5,134	4,759	7.9%	42,379	34,430	23.1%
Items Checked In	5,379	5,635	-4.5%	43,110	36,853	17.0%
Renewed Items	761	736	3.4%	7,107	5,808	22.4%
Total Circulation	11,274	11,130	1.3%	92,596	77,091	20.1%
Circulation Areas of Interest						
Audio Books	254	219	16.0%	1,916	1,443	32.8%
Playaway MP3 Books	110	110	0.0%	790	754	4.8%
DVDs & Movies	2,123	1,835	15.7%	16,527	12,983	27.3%
eBooks	337	337	0.0%	3,065	2,796	9.6%
Laptops & iPads	1	9	-88.9%	39	40	-2.5%
Large Print	237	285	-16.8%	2,418	1,788	35.2%
Magazines	110	82	34.1%	723	653	10.7%
Spanish Material	14	1	1300.0%	167	46	263.0%
Children's Material	962	1,004	-4.2%	8,722	8,672	0.6%
Teen's Material	851	348	144.5%	5,512	3,102	77.7%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	875	713	22.7%	7,599	5,053	50.4%
Transit Items Sent & Received	1,624	1,207	34.5%	12,911	9,790	31.9%
CVCL ILL Items Going Out	24	24	0.0%	109	153	-28.8%
ILL Items for CVCL Patrons	2	2	0.0%	63	20	215.0%
Total Transit, HOLDS & ILL Activity	2,525	1,946	29.8%	20,682	15,016	37.7%
Library Volunteers						
Number of Volunteers	34	37	-8.1%	268	301	-11.0%
Number of Hours Given	578	688	-16.0%	4,539	4,971	-8.7%
Average Hours/Volunteer	17.0	18.6	-8.6%	16.9	16.5	2.6%
Collection & Development						
New Kids & Teen Material Added	56	66	-15.2%	345	342	0.9%
New Books Added	120	90	33.3%	966	916	5.5%
New Audio-Visual Material Added	48	120	-60.0%	390	482	-19.1%
Total Items Added	168	210	-20.0%	1356	1398	-3.0%

Mending & Donations							
	Items Mended or Repaired	38	86	-55.8%	424	442	-4.1%
	Donations Processed	893	1,338	-33.3%	10,879	7,193	51.2%
	Donations Cataloged	17	192	-91.1%	575	824	-30.2%
Online Public Access Catalog							
	OPAC Searches	756	10,550	-92.8%	51,928	84,472	-38.5%
Library Website							
	Sessions	2,500	n/a		24,200	n/a	
	Users	1,900	n/a		17,300	n/a	



Risk Management Memorandum

To: Mayor and Council
From: Carol Brown, Risk Manager
Date: March 10, 2018
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending February 28, 2018 (Snapshot only)

Obtain/Delete Insurance:

- Renewed insurance policy

Attended Meetings/Trainings:

- Department Head (2)
- SafePersonnel Course
- Safety Officer (3)
- Court: continued to seek restitution for damages to swimming pool house
- Library Director: safe options for patio area
- Risk Mgmt. budget and monthly meeting with Town Manager
- Shared: with CVMO Officers their excellent safety record
- Building appraisals

Incidents/Claims/Restitution/Collections

- 1 on-going workers' compensation claim continued from December 2017

Risk Management Highlights:

Legal: coding of attorney invoice and on-going settlements. Reviewed: legislation re: Notice of Claim/possible lack of 'sum certain' in settlement agreements; requested Mayor respond to legislature, AMRRP Membership Agreement, Town of Camp Verde: Sports related Partner Agreement, Agreement for Independent Service Provider, and Nature Conservancy MOU/amendment to grant.

- **Processed:** 17 certificates of insurance and invoices for materials, analysis and mitigation relative to mold
- **Discussed with HR:** filter for closed agreements/settlements/file review and proposed pamphlet
- **Researched:** puncture-resistant gloves for WWTP
- **Prepared:** Risk Mgmt. budget, Safety Committee Agenda, risk assessment for library and sample of proof of insurance for Camp Verde Promotions
- **Coordinated:** AMRRP's Consultant to present loss control findings and 3 employees to attend AMRRP's Risk Management Roundtable
- **Evaluated:** ADA access around the bench, smoking within 20' of facility and submitted repair request
- **Responded to questions re:** CVMO Tow Rotation List, Town borrowing a bbq grill and SafePersonnel Software challenges

For questions or comments regarding this report, please feel free to stop by my office or contact me at 928.554.0003/carol.brown@campverde.az.gov