

**NOTICE OF A REGULAR MEETING OF
THE LIBRARY ADVISORY BOARD OF
THE TOWN OF CLARKDALE**

Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, **NOTICE IS HEREBY GIVEN** that the Library Advisory Board of the Town of Clarkdale will hold a Regular Meeting on **Thursday, May 2, 2013, at 9:00 a.m.** in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona. Members of the Library Advisory Board will attend either in person or by telephone, video or internet conferencing. All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 29th day of April, at 5:30 p.m.

Supporting documentation and staff reports furnished to the Board with this agenda are available for review at the Clark Memorial Library.

Dated this 22nd day of April, 2013.

BY: *Margie Hardie*

Margie Hardie, Community Services Administrative Assistant II

ALL ITEMS LISTED ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT – The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

3. MINUTES – Approval of the minutes of the Regular Meeting held on January 3, 2013.

4. INFORMATIONAL REPORTS

A. STAFF REPORTS – A report from Community Services staff members on current events.

NEW BUSINESS

5. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON- Discussion and consideration of electing Chairperson and Vice Chairperson.

6. FOSTER GRANDPARENT PROGRAM AND RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) – Discussion and consideration to recommend to Council to approve and sign the Foster Grandparent Program Memorandum of Understanding and Retired and Senior Volunteer Program Memorandum of Understanding.

7. PLANNING & PREPARING FOR THE FUTURE OF THE LIBRARY – A discussion on planning and preparing for the future of the library.

8. LIBRARY DONATION ACCOUNT – A review and discussion on the current Library Donation Account

Financial Report.

9. LIBRARY ADVISORY BOARD MEETING – Discussion and consideration of changing the Library Advisory Board Bi-Monthly Meeting day, time and location

10. 4TH OF JULY ICE CREAM SOCIAL – Discussion of the 2013 4th of July Ice Cream Social.

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at least 72 hours in advance of the meeting. Phone 928-639-2400, TDD 1-800-367-8939.

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY ADVISORY BOARD
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Library Advisory Board of the Town of Clarkdale was held on **Thursday, January 3, 2013, at 9:00 a.m.** in the Clark Memorial Clubhouse Men's Lounge, 19 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – The meeting was called to order at 9:00 a.m. by Chairperson Best.

Board Members: Chairperson Joy Best
Ann Viarengo
John Sherman
Paul McCleary
Jerry Wiley - Absent

Town Staff: Janet Perry, Human Resources/Community Services Director
Dawn Norman, Community Services Supervisor
Margie Hardie, Administrative Assistant II

PUBLIC COMMENT – The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

There was no public comment.

MINUTES – Approval of the minutes of the Regular Meeting held on November 1, 2012.

Board Member McCleary moved to approve the minutes of the Regular Meeting held November 1, 2012. Motion seconded by Board Member Viarengo. Motion approved unanimously.

INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report on current events.

There was no report.

STAFF REPORTS – A report from Community Services staff members on current events.

Administrative Assistant Hardie thanked retiring Chairperson Best for all her hard work as a member of the Library Board and as a library courier.

NEW BUSINESS

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON- Discussion and consideration of electing Chairperson and Vice Chairperson.

This agenda item was tabled to the next Board meeting.

ART IN PUBLIC PLACES ART MURAL - Discussion and consideration of Art in Public Places Art Mural.

The Clark Memorial Library implemented the Art in Public Places program in early 2011 with launching the first exhibit in June 2011. "Art in Public Places" is a nationally recognized cultural arts concept that allows for art to be exhibited in a public space including publicly accessible buildings. This program brings visual arts and the community together by providing continuing exhibits of local and area artwork. It adds the dimension of artistic appreciation for all age groups visiting or participating in library activities. It fosters an ongoing commitment to arts and culture in the community, allows for partnerships and the investment of the arts into local arts and cultural education, reflects the town's demographics, provides a visually welcoming platform for seasonal and out-of-town guests, and expands Clarkdale's reputation as an arts and cultural destination.

After Art in Public Places began, staff along with the Art in Public Places (APP) Committee began discussing ideas of how to expand the program along with commemorating Clarkdale's Centennial. This discussion led to the idea of a community mural. The sign located in front of the Town Hall Administration/Library had been vacant with no plans for use of signage so the blank canvas established a location for this proposed project. In February 2012, the APP Committee arranged a meeting with local Artist Joan Bourque who has spearheaded many community murals throughout the Verde Valley. After meeting and details were received, staff discussed this project more in depth and several challenges arose with the timeline we were working with along with the grant deadlines fast approaching. Since the project would be done on public property we were dealing with a more lengthy public process than what had been anticipated. In addition, Council's approval was needed prior to submitting any grant application as well as their approval of the mural. It was determined that staff and the APP Committee would need to continue discussions on how to move forward on the idea but with the intent that it would be done at a later date.

The Art in Public Places Committee has brought forward a proposal to install a mural on the original proposed location – the vacant sign located in front of the Town Hall Administration/Library building. The proposal, along with photographs, were provided to the Board. Staff met with the APP Committee on December 12th to discuss the proposed project. During the meeting additional information was offered:

History/Background –

Investigating further into the history of the tiles, the committee learned that they are a product made as part of the Made in Clarkdale Kids Program from sometime in the 1990's. About 20 students from CJES went to the studio of Dan Wright, Art Instructor, to learn about clay. They made clay from scratch learning about its cohesion, how it takes color, how to build it up into three-dimensional surfaces, how it is dried, fired, etc. The completed tiles were intended to be displayed in a visible space. The tiles were donated to the Town of Clarkdale at that time and stored by the Clarkdale Chamber of Commerce. Some were applied by the Clarkdale Chamber of Commerce members to the ramp leading into the Caboose. Others were boxed and stored for an appropriate project.

Installation –

A temporary framework to hold the bottom row in place will be constructed without damage to the base of the concrete sign. Starting with the bottom row center, each tile is coated on the back with a special exterior tile adhesive as is the background to which it is adhered. Each tile is then pushed in place until it has bonded. Once the bottom row is complete it needs to set and dry. Then the top row is added in the same manner. Once set, a colored exterior grout is used to fill in around the tiles to seal them. Everything is left to dry into a permanent position. It is possible that a translucent coating may need to be applied to the finished product to protect it from vandalism as determined by the Public Works Department.

Upon completion of the mural, a descriptive plaque or brick/stone walkway could be installed. Several options are being considered. If more of the story were told it could be done in text along with a photograph of the finished mural, framed and installed in the Lobby of the library.

If the Library Advisory Board approves the proposed project, the Library Advisory Board's recommendation would then go before the Town Council for their consideration and approval.

Isabel Erickson, member of the Art in Public Places Committee, presented to the Board a selection of tiles to be used in the mural. The Board inspected the tiles and were generally impressed with the student's work.

Board Member Viarengo commented that it would be gratifying to the children (now adults) to see their creations as a part of Clarkdale, now and in the future.

Chairperson Best noted that this project would be of no cost to the town.

Board Member Viarengo moved to approve the installation of the art mural on the vacant sign located in front of the library and recommended the project move forward to the Town Council for approval. Motion seconded by Board Member Sherman. Motion approved unanimously.

FUTURE OF THE CLARK MEMORIAL LIBRARY – A discussion on the future of the Clark Memorial Library.

In 2008, the Town of Clarkdale, along with municipalities and government agencies across the nation, was faced with the major impact of the economic downturn. Numerous ideas and strategies were implemented, including the creation of the Community Services Department, combining Parks and Recreation and Library services. At that time, the federal government had deployed the Federal Stimulus Relief Program, offering agencies the opportunity to offer or expand needed services to their community. The grants were offered for a wide range of projects.

Town Staff wanted to take advantage of these opportunities and formed a committee of staff members to focus on all federal stimulus funding available. The committee members were assigned different projects focusing on the various areas. Community Services Supervisor Dawn Norman and the then current Director of Community Development, Sherry Bailey, were charged with seeking out affordable increased broadband services for our area along with developing a conceptual plan for the library utilizing the Department of Commerce funding made available through the National Telecommunication and Information Administration (NTIA) for Greater Broadband Technology Operations Programs. Funding from this area was being provided for the specific intention of affording higher levels of technology access and to make that available to all citizens.

Staff's conceptual design for the Clark Memorial Library included two phases. Phase I was a remodel and reorganization of the library and was completed in October 2010 utilizing funding already acquired through existing grant awards, donations and Proposition 202 funds. Phase II included a major expansion of the library incorporating a wide span of technology and was dependent on the NTIA grant award. In moving forward with this concept, the Library wanted to take advantage of any other grant funding made available from other resources. The library was successful in receiving a grant award through the Arizona State Library, Archives, and Public Records- Library Services and Technology Act (LSTA) Grant. This award was for laptops, Wi-Fi, a wireless printer, two projectors, two white boards, a sound system, educational materials and miscellaneous supplies, bringing the library one step closer to achieving the plan. Although the Town was unsuccessful in attaining the NTIA grant, the ideas are forward thinking and valuable to consider for any future plans for the Library.

Community Services Supervisor Norman presented a synopsis of the history of the library renovations completed in 2010. She described the grant proposal for a major expansion of the library premises and greatly enhanced IT resources as the second phase of the library expansion. Council had approved all phases of this proposal.

Miss Sherry Bailey, retired Town of Clarkdale Community Development Director, stated that this plan had been contingent on successful receipt of the NTIA grant for funding. The same situation exists today. In order to accomplish this project, extensive funding will be necessary. She then stated that she could provide a list of possible funding resources.

Board Member McCleary questioned whether there would be sufficient space to accommodate the ambitious renovations proposed.

Supervisor Norman responded that the proposed Phase II would provide the needed space but the lack of funding would prevent moving forward with these plans. An estimate of \$800,000 was received in 2010 for building renovations. Staff stated that even though we may not accomplish a major renovation, staff can focus on reaching this goal, in small steps, starting with improving our inventory of IT equipment and recruiting tutors for patrons to learn computer use.

Director Perry commented that because of the recent economy, libraries are a hub for training. Supervisor Norman noted that not only could we expand the number of computers in the library but also add equipment such as touch screens as a teaching tool. The discussion concluded at this point to be continued at the next meeting of the Library Board.

LIBRARY BOOK SALE – Discussion of the 2012 Library Book Sale.

A general discussion was held by the board on the pros and cons of the sale. Chairperson Best reported that the Annual Library Book Sale was quite a success. The total sales were \$1,212.38. Regarding the book raffle, Board Member Sherman commented that next year there should only be one special book for raffle, rather than a selection.

Comments from the public indicated that some of the volumes had been in the sale for a number of years. The Board in general agreed that there should be no items retained for next year's sale. In that regard, Board Member McCleary arranged for the remaining books to be donated to the Yavapai-Apache Nation, Clarkdale, to assist with the establishment of a library on the reservation. Books were also donated to the Christian Care Home.

FUTURE AGENDA ITEMS - A listing of items to appear on future agendas.

Election of Chairperson and Vice Chairperson
Future Direction of the Library
Volunteer computer instructor

ADJOURNMENT

Without objection, the meeting was adjourned at 9:40 a.m.

APPROVED: _____
Joy Best, Chairperson

SUBMITTED: _____
Margie Hardie, Community Services Administrative Assistant II



Staff Report

Agenda Item: **FOSTER GRANDPARENT PROGRAM AND RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)** – Discussion and consideration to recommend to Council to approve and sign the Foster Grandparent Program Memorandum of Understanding and Retired and Senior Volunteer Program Memorandum of Understanding.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: May 2, 2013

Background: In 2008, the Town of Clarkdale was impacted by the nation's unprecedented recession on the Town's budget. This led to many changes in Town staffing along with the operations of services provided to the community. It was determined that in order for the Town to continue existing programs and events or to offer future programs or events, the operations would have to rely solely on volunteers. This has been a challenge when considering new programs for the Library. It is difficult to consider a program not knowing if a volunteer with the knowledge and skills will become available to coordinate and operate the program.

The Community Services Department continuously advertises and seeks out volunteers. As applications are received candidates are considered for and assigned to the areas of interests selected. Programs added to the library prompted by volunteer applications have resulted in Story Time, Art in Public Places, Clarkdale Stories and Exploring Clarkdale (the last two of which are now cancelled due to the resignation of the volunteers).

The Civic Service Institute (CSI) at Northern Arizona University mobilizes generations to strengthen communities through service and volunteerism. The Civic Service Institute provides the largest, most diverse and effective pool of volunteers to meet the needs of communities and neighborhoods throughout Arizona. Volunteer programs administered by the CSI include: Senior Companion, Foster Grandparent, Retired Senior Volunteer Program (RSVP), Project GIVE, Professional Development and AmeriCorps.

Staff has met with Shana Smith, Program Coordinator for the Verde Valley area, and has discussed the opportunity for the Town of Clarkdale to partner with CSI and be identified as a Volunteer Station. Through this partnership, CSI would provide volunteers to the Town of Clarkdale. Two of the programs offered, Foster Grandparent and Retired Senior Volunteer Program (RSVP), would be a great fit for the Clark Memorial Library.

The Foster Grandparent Program (FGP) was created to help low income individuals age 55 and over remain physically and mentally active in their communities by becoming mentors, tutors and/or caring adults to children and youth. The requirements to become a Foster Grandparent are: candidates must be 55 years of age or older, have the desire to serve children, meet income guidelines as established by the federal government and can serve a minimum of 15 hours to a maximum of 40 hours weekly. The benefits received in return for their service is they receive a tax-free stipend of \$2.65 per hour, mileage reimbursement, secondary insurance



Staff Report

coverage while volunteering, 40 hours of pre-service orientation and 4 hours of in-service training monthly, an annual physical, vacation and sick leave, and recognition for volunteerism with youth. Foster Grandparents have been assigned to work in school classrooms, public libraries and other youth facilities.

The Retired Senior Volunteer Program is a nationwide volunteer program, inviting adults age 55 and over to utilize their life experience and skills to help their community. Giving anywhere from four to 40 hours per week, RSVP volunteers help in many ways: assist children struggling in school with classroom activities, tutor adults to help prepare for their GED or to learn English as a second language, teaching skills to adults to gain employment and much more. Benefits for RSVP volunteers are secondary automobile liability insurance, supplemental accident and personal liability insurance and optional mileage reimbursement.

For both of these volunteer programs, candidates are required to undergo a background and fingerprint check, the cost of which is provided by the respective program.

Under the Memorandums of Understanding, the Town's main obligations for both of these programs are to have a designated staff member to serve as the liaison/station coordinator for the volunteer program, provide daily supervision of the Foster Grandparent/RSVP volunteer in their assigned activities, provide site-specific orientation and training, and ensure proper tracking and reporting of volunteers hours served.

Recommendation: Approval of recommending to Council to approve and sign the Foster Grandparent Program Memorandum of Understanding and Retired and Senior Volunteer Program Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING

Between

ARIZONA BOARD OF REGENTS FOR AND ON BEHALF OF
Northern Arizona University Foster Grandparent Program

PO Box 5063

Flagstaff, AZ 86011-5063

Carole D. Mandino, Ed.D., Director Carole.Mandino@nau.edu

(928)523-3560 or toll free at (866)856-3017

And

Volunteer Station: "Town of Clarkdale" hereinafter referred to as "Volunteer Station"

Address: 39 N. 9th St., P.O Box 308

City: Clarkdale State: AZ Zip Code: 86324

Telephone: (928)639-2490 Fax: (928)639-2489

Please check the appropriate category. This organization is a:

Non-profit

Public Entity

Proprietary Health Care

Other _____

This MOU is for a three year period starting on: _____ and continuing thru _____

A. Northern Arizona University Foster Grandparent Program hereinafter referred to as "sponsor," will:

1. Designate a staff member to serve as a liaison with the Volunteer Station:

i. NAME: Shana Smith

ii. TITLE: Volunteer Coordinator

iii. ADDRESS: P.O Box 7, Clarkdale, AZ 86324

iv. TELEPHONE: 928-202-8261 FAX: 928-523-9189

v. EMAIL: shana.smith@nau.edu

2. Certify that volunteers will meet the Corporation for National & Community Service (CNCS) criteria for enrollment in the program, which includes volunteers must be age 55 or older and at 200% of poverty.
3. In conjunction with Volunteer Station, recruit, interview, select, and enroll volunteers into the Foster Grandparent Program.
4. Provide formal recognition for Foster Grandparent volunteers enrolled in the program.
5. Provide accident and liability insurance coverage as required by the program. Insurance includes accident, excess automobile, and personal liability coverage for volunteers while serving.

6. Be responsible for the management and fiscal control of the program.
7. Provide pre-service orientation and training to volunteers and provide monthly in-service training on an on-going basis.
8. Provide orientation and technical assistance to Volunteer Station staff.
9. Permit and encourage the Volunteer Station to screen Foster Grandparents based on the Volunteer Station's needs within the established criteria of the program.
10. Provide roundtrip mileage reimbursement to volunteers enabling them to get to their volunteer/partner sites. However, it is up to the Volunteer Station to reimburse travel if they assign such to the volunteer. At no time should a volunteer have a child assigned for travel in their own vehicle due to liability purposes.
11. Conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service. This includes a search of the National Sex Offender Registry and a fingerprint check for all new volunteers since April 22, 2011.
12. Conduct pre-service physical examinations for new Foster Grandparents assigned to the Volunteer Station.

B. The Volunteer Station will:

1. Designate the following staff member to serve as liaison/station coordinator for the Foster Grandparent Program:

NAME: Dawn Norman
TITLE: Community Services Supervisor
TELEPHONE: 928-639-2490
EMAIL: dawn.norman@clarkdale.az.gov
2. Provide daily supervision of the Foster Grandparents in their assigned activities.
3. Assure adequate health and safety provisions for the protection of volunteers.
4. Investigate incidents, accidents, and injuries involving volunteers and notify the Foster Grandparent Program on a timely basis by the proper department.
5. Assign children with designated special or exceptional needs to each volunteer.
6. Provide site-specific orientation and training to the Foster Grandparent volunteers.

7. Submit required completed paperwork to the Foster Grandparent Program on a timely basis. Paperwork includes:
 - a) Volunteer Monthly Timesheets/Time Logs
 - b) Annual Child Assessment Plan twice annually—1st due when volunteer receives assignment; 2nd due at end of year (by May 15th each year) assessing impact volunteer made on children.
 - c) Foster Grandparent Annual Performance Appraisals.

8. Designate space for use by volunteers in their activities with their assigned children, and for project-related activities.

9. Yes No If possible, provide meals for up to (#) ___ volunteers each day at \$ ___ per meal each day.
 - Meal provided from federal funds.
 - Meal provided from non-federal source.

10. If possible, provide transportation or assume reimbursement cost of Foster Grandparent volunteer travel between assignments and any volunteer station functions or activities such as meetings, trainings, field trips, etc. If not possible, Foster Grandparents cannot use their own transportation if going from school to school or for field trips. Foster Grandparents cannot transport children in their vehicles due to liability concerns.

11. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will verify that Foster Grandparents will not:
 - a) Displace nor replace paid or contracted employees, relieve staff of their routine duties, or infringe upon the site supervisor's supervisory role with the children;
 - b) Include Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios; and
 - c) Leave Foster Grandparents unsupervised while they are performing their services with children.

12. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.

13. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures (i.e., school districts will provide confidentiality training in accordance with State Education laws, rules and regulations, Federal Regulations and statutes, including the Buckley and Hatch Amendments).

14. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent as necessary.

15. Provide a listing attached to this MOU of all sites where Foster Grandparents will serve through the Volunteer Station and the number of volunteers placed at each site. This may be a listing of schools, principals, addresses, phone numbers, and volunteers at each site with a contact person for each site.

16. Maintain the programs and activities to which Foster Grandparent volunteers are assigned are accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in program activities.
17. Maintain a written Assignment Plan that identifies the child(ren) to be served and the role and activities of the volunteer activities, the expected outcomes for each child, and that addresses the period of time each child should receive such services. This Assignment Plan will be signed by the Volunteer Station liaison and the volunteer and will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child's development.
18. Track and report volunteer hours served by signing and verifying volunteers' timesheets.
19. Provide a description of your organization by circling one of the types below:
- | | |
|-------------------------------------|--------------------------------|
| a. Developmental Disability Program | b. Hospital/Medical Center |
| c. Before/After School Program | d. Pre-Elem. Day Care |
| e. Teen Pregnancy/Parenting | f. Transitional Shelter/Center |
| g. Head Start | h. Non-Head Start Pre-School |
| i. Native American School | j. Public/Private K-12 School |
| k. Sheltered Workshops/Centers | l. Other Educational Programs |
| m. Juvenile Correction Agency | n. Other Health Care Org. |
| o. Other: _____ | |

20. Please circle the services that Foster Grandparent volunteers will be involved with at your location:

- | | |
|--|---|
| 8 Afterschool Programs | 75 Other Education |
| 9 America Reads | 79 Other Human Needs |
| 10 Boarder Babies | 81 Physical Disabilities Programs |
| 11 Child Abuse/Neglect | 82 Pre-Elementary Day Care |
| 12 Children & Youth Safety Programs | 87 Secondary Education |
| 21 Computer Literacy | 90 Service Learning |
| 35 Elementary Education | 94 Special Education |
| 38 ESL also known as ELL | 95 Substance Abuse |
| 42 GED/Dropouts | 98 Teen Pregnancy/Parent Support Education |
| 43 Head Start/School Preparedness | 104 Tutoring and Child (Elementary) Literacy |
| 62 Job Preparedness, School to Work | 105 Tutoring and Child (High Sch.) Literacy |
| 63 Juvenile Justice, Delinquency/Gangs | 106 Tutoring and Child (Middle Sch.) Literacy |
| 67 Maternal/Child Health Serv. | 108 Vocational Education |
| 68 Mental Health Serv. | 112 Youth Leadership Development |
| 70 Mentoring | |

C. Sponsor (NAU) in conjunction with the Volunteer Station, will:

1. Recognize the Foster Grandparent volunteers for their volunteer service.
2. Arrange and deliver monthly in-service trainings.
3. Work together to assign 2 Foster Grandparent volunteers for a minimum of 15 hours per volunteer per week to serve a recommendation of 5-10 children annually.
4. Work together in developing appropriate activities for Foster Grandparents to carry out with their assigned children.
5. Provide all reasonable resources and make every effort to ensure the success of the Foster Grandparent Project and the programs of the Volunteer Station to which Foster Grandparents are assigned.

D. The parties further agree:

1. To comply with Arizona Executive Order 2009-9, prohibiting discrimination in employment by government contractors, to the extent applicable to this contract. The Volunteer Station will not discriminate against Foster Grandparent volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.
2. That all books, accounts, reports, files and other records related to the Foster Grandparent Program and this contract shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Northern Arizona University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Memorandum of Understanding. Such records shall be produced at Northern Arizona University, or such other location as designated by Northern Arizona University, upon reasonable notice to the contracting party.
3. This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and re-negotiated at least every three years. The parties agree that this contract may be canceled by the Governor of the State of Arizona for conflict of interest in accordance with A.R.S. 38-511. The parties agree to arbitration of only such disputes under this contract as may be subject to mandatory arbitration pursuant to rules adopted under A.R.S. 12-133. Furthermore, this contract may be canceled without further obligation on the part of the Arizona Board of Regents and Northern Arizona University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. Written notice will be sent at the earliest opportunity possible. Either party may terminate this agreement within a thirty day written notice to Sponsor or Volunteer Station.

Foster Grandparent Program

Signature: _____

Name/ Title: Carole D. Mandino, Ed.D.
Director, Civic Service Institute

Address: Civic Service Institute
PO Box 5063
Flagstaff, AZ 86011

Date: _____

Volunteer Station

Signature: _____

Name/ Title: _____

Address: _____

Date: _____

**Social and Behavioral Sciences
Northern Arizona University**

Signature: _____

Name/ Title: Dr. Stephen Wright
Interim Dean, SBS

Address: Northern Arizona University
NAU Box 15700
Flagstaff, AZ 86011

Date: _____

**Arizona Board of Regents for and on
behalf of Northern Arizona University**

Signature: _____

Name/ Title: Wilma G. Ennenga
Director, Office of Grant and
Contract Services

Address: Northern Arizona University
NAU Box 4130
Flagstaff, AZ 86011-4130

Date: _____

MEMORANDUM OF UNDERSTANDING

BETWEEN

**CIVIC SERVICE INSTITUTE AT NAU
RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)
PO BOX 5063
FLAGSTAFF, AZ 86011-5063
(928) 523-6585**

AND

The parties agree to abide by the basic provision, which becomes part of this agreement.
The RSVP representative who will serve as liaison with the volunteer station is: **Shana Smith**, RSVP Program Coordinator, who can be reached at **(928) 202-8261 or Shana.Smith@nau.edu**.

The volunteer station representative who will serve as coordinator with RSVP and who will be responsible for volunteer station orientation and supervision will be: Dawn Norman
who can be reached at: (928) 639-2490

The Volunteer Station Coordinator's email address is: Shana.Smith@nau.edu

Please initial appropriate category. This organization is a: Non-profit Public Entity Proprietary Health Care

This agreement may be amended with thirty days notice for a major alteration of terms and immediately for a minor change, by either party.

This Memorandum of Understanding will be in effect from: _____

Signed _____ Date _____
Civic Service Institute Director

Signed _____ Date _____
RSVP Director

Signed _____ Date _____
Volunteer Station Responsible Party

Signed _____ Date _____
Dean of Social and Behavioral Sciences, Northern Arizona University

Signed _____ Date _____
The Arizona Board of Regents for and on behalf of Northern Arizona University

Note: Before returning this form to NAU/RSVP, please make a copy for your records.

BASIC PROVISION OF THE RSVP MEMORANDUM OF UNDERSTANDING

A. The NAU/Retired and Senior Volunteer Program Will:

1. Assist with recruitment of volunteers, enroll qualified volunteers and refer volunteers to the volunteer station whenever possible and appropriate.
2. Provide orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
3. Refer volunteers to the volunteer station for assignments and review acceptability of volunteer assignments.
4. Furnish accident, personal liability and excess automobile liability insurance coverage as required by RSVP program policy through CIMA insurance.
5. In cooperation with the Senior Volunteer Program Advisory Council, provide an appeals procedure to address problems arising between the volunteer, the volunteer station, and /or the RSVP Program. (Refer to NAU/RSVP Grievance Policy).
6. May, when funding is available, reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies and as funding allows.
7. Periodically monitor volunteer activities at the volunteer station to assess and/or discuss needs of volunteers and the volunteer station.

B. It is further agreed the Volunteer Station will:

1. Designate a coordinator to serve as a liaison with the RSVP Program.
~~This station's coordinator will be:~~
 2. Provide supervision of volunteers on assignment in coordination with the NAU/RSVP Program.
 3. Provide RSVP volunteers with assignments which utilize their skills, talents, and training. Discuss the assignments with individual volunteers referred by RSVP and provide written assignments to volunteers, with a copy to RSVP.
 4. Implement orientation, in-service instruction or special training of volunteers.
 5. Provide for adequate safety of RSVP volunteers.
 6. The Volunteer Station will collect and validate Volunteer Time sheets and send them to the RSVP Program on a quarterly basis. Time sheets will be for **July/August/September** and submitted by October 7, **October/November/December** timesheets will be submitted by January 7. **January/February/March** timesheets will be by April 7, and **April/May/June** timesheets must be submitted by June 15. *Timesheets submitted after June 15 will not be accepted for that quarter.*
 7. The Volunteer Station will also assist with the collection of statistical data regarding volunteer impact on community needs or volunteer station needs. This data collection may occur up to three times a year. The data collection request from RSVP may be a written or verbal request.
 8. If the volunteer is to be placed with minors, at no time will that station allow the volunteer to be completely alone with a minor. The volunteer working with a minor must be within sight of station staff at all times.
 9. Investigate and report accidents and injuries involving RSVP volunteers to the NAU/RSVP Director immediately after the incident.
 10. Provide verification when requested that the station is accessible to persons with mobility, hearing, vision, mental and cognitive impairments or addictions and diseases.
 11. Provide public liability insurance as appropriate.
 12. If possible, provide cash or in-kind contributions in support of the RSVP Program (i.e., meals for volunteers, transportation for volunteers, supervision time, etc.). If you are able to provide support, please list the type of support volunteer station is able to give:
-
-

C. **The Parties Mutually Agree:**

1. **Separation from Volunteer Service:** The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the volunteer station or from the Retired and Senior Volunteer Program at any time. Discussion of individual separations will occur among RSVP staff, volunteer station staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another volunteer station.
2. **Letters of Agreement:** When in-home assignments of volunteers are made, a signed Letter of Agreement will be executed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. **Religious Activities:** The RSVP Volunteer Station will not request, assign or permit RSVP volunteers to conduct or engage in religious, sectarian, or political activity or instruction, or participate in any construction or partial construction to be used for religious purposes.
4. **Prohibition of Discrimination:** The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability. The parties also agree to comply with Arizona Executive Order 75-5, prohibiting discrimination in employment by government contractors, to the extent applicable to this contract.
5. **Displacement of Employees:** The RSVP Station will not assign RSVP volunteers to any assignment which displaces employed workers or impairs existing contracts for services.
6. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodations to allow persons with disabilities to participate in programs and activities.
7. **Cancellation for Conflict of Interest:**
The parties agree that this contract may be canceled by the Governor of the State of Arizona for conflict of interest in accordance with A.R.S. 38-511.
8. **Arbitration:**
The parties agree to arbitration of only such disputes under this contract as may be subject to mandatory arbitration pursuant to rules adopted under A.R.S. 12-133.
9. **Cancellation for Lack of Funding:**
This contract may be canceled without any further obligation on the part of the Arizona Board of Regents and Northern Arizona University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The vendor shall be notified in writing of such non-appropriation at the earliest opportunity.
10. **Assignment of Anti-Trust Overcharge Claims:**
The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, Vendor hereby assigns to the Arizona Board of Regents any and all claims for such overcharges.
11. **Inspection and Audit:**
All books, accounts, reports, files and other records relating to this contract shall be subject at all reasonable times to inspection and audit by the Arizona Board Regents, Northern Arizona University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this contract. Such records shall be produced at Northern Arizona University, or such other location as designated by Northern Arizona University, upon reasonable notice to the contracting party.



Staff Report

Agenda Item: **PLANNING & PREPARING FOR THE FUTURE OF THE LIBRARY** – A discussion on planning and preparing for the future of the library.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: May 2, 2013

Background: Community Services Supervisor Dawn Norman had the privilege to attend the Small and Rural Libraries Planning Workshop provided by the Arizona State Library in Prescott, Arizona on March 18-20th. This 3 day workshop covered the steps and resources needed to develop a Strategic Plan for Libraries. This included other items of discussion that are important to include in preparing for the Strategic Planning Process. Topics included policies and procedures, new trends, collection development, staffing, along with developing a new way of thinking. In addition, this was the first workshop provided solely for small and rural libraries. The information presented was applicable to our small library unlike other library workshops that tend to the larger libraries. Many activities were performed and the library staff will be implementing many of these new techniques over the next several months. Community Services Supervisor Dawn Norman will be reviewing some of these techniques and plans for implementation with the Board.

Recommendation: This item is scheduled for discussion only and no action is required by the Board.



Staff Report

Agenda Item: LIBRARY DONATION ACCOUNT – A review and discussion on the current Library Donation Account Financial Report.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: May 2, 2013

Background: Staff will review and discuss the current Library Donation Account Financial Report with the Board.

Recommendation: This item is scheduled as a discussion only, and no official action is necessary from the Board.

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance
	3/31/12	DONATIONS		\$50.55	\$3,776.61
	4/30/12	DONATIONS		\$24.89	\$3,801.50
	4/11/12	Verde Valley Hardware	\$42.09		\$3,759.41
	4/25/12	CHASE: Home Depot	\$117.22		\$3,642.19
	5/31/12	DONATIONS		\$31.68	\$3,673.87
	6/30/12	Petty Cash/Ice Cream Social	\$100.00		\$3,573.87
	6/30/12	DONATIONS		\$127.70	\$3,701.57
	7/9/12	Reimburse Petty Cash		\$100.00	\$3,801.57
	7/9/12	Ice Cream Social Proceeds		\$437.00	\$4,238.57
	7/31/12	DONATIONS		\$56.05	\$4,294.62
	8/31/12	DONATIONS		\$222.15	\$4,516.77
	9/30/12	DONATIONS		\$26.55	\$4,543.32
	10/31/12	DONATIONS		\$11.55	\$4,554.87
	11/30/12	DONATIONS		\$11.19	\$4,566.06
	12/5/12	WALMART	\$40.00		\$4,526.06
	12/12/12	Petty Cash/Book Sale	\$60.00		\$4,466.06
	12/20/12	Return Petty Cash		\$60.00	\$4,526.06
	12/20/12	BOOK SALE PROCEEDS		\$1,212.38	\$5,738.44
	12/31/12	DONATIONS		\$10.80	\$5,749.24
	1/31/13	DONATIONS		\$41.05	\$5,790.29
	2/28/13	DONATIONS		\$3.50	\$5,793.79
	3/27/13	WALMART	\$12.31		\$5,781.48
	3/31/13	DONATIONS		\$19.07	\$5,800.55

LIBRARY DONATION ACCOUNT

80-4-2400-4001/80-5-2400-8001/6000

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance
	1/1/11	BEGINNING BALANCE		\$0.00	\$2,239.43
	1/13/11	DONATIONS		\$2.10	\$2,241.53
	1/27/11	DONATIONS		\$4.25	\$2,245.78
	2/2/11	DONATIONS		\$3.00	\$2,248.78
	3/3/11	DONATIONS		\$4.25	\$2,253.03
	3/17/11	DONATIONS		\$3.30	\$2,256.33
	3/31/11	DONATIONS		\$4.00	\$2,260.33
	4/14/11	DONATIONS		\$2.00	\$2,262.33
	4/21/11	ERICKSON DONATION		\$225.00	\$2,487.33
	4/21/11	DONATIONS		\$1.00	\$2,488.33
	4/28/11	DONATIONS		\$1.00	\$2,489.33
	5/1/11	DONATIONS		\$29.00	\$2,518.33
	5/1/11	DONATIONS		\$6.05	\$2,524.38
	6/7/11	LIONS CLUB		\$100.00	\$2,624.38
	6/14/11	DONATION PHOENIX CEMENT		\$100.00	\$2,724.38
	6/29/11	PETTY CASH BOX	\$100.00		\$2,624.38
	7/6/11	Ice Cream Social		\$335.50	\$2,959.88
	7/1/11	DONATIONS		\$8.00	\$2,967.88
	8/31/11	DONATIONS		\$5.00	\$2,972.88
	9/30/11	NO ACTIVITY	\$0.00		\$2,972.88
	10/31/11	DONATIONS		\$2.85	\$2,975.73
	11/16/11	Petty Cash Book Sale	\$100.00		\$2,875.73
	11/30/11	DONATIONS		\$2.00	\$2,877.73
	12/31/11	DONATIONS		\$95.00	\$2,972.73
	12/31/11	BOOK SALES		\$1,388.40	\$4,361.13
	1/31/12	DONATIONS		\$40.93	\$4,402.06
	2/22/12	MAGAZINE SUBSCRIPTIONS	\$225.00		\$4,177.06
	2/22/12	WALMART/CANOPIES	\$286.84		\$3,890.22
	2/29/12	DONATIONS		\$32.50	\$3,922.72
	3/28/12	WAGES FOR PPE 3-28-12	\$196.66		\$3,726.06



Staff Report

Agenda Item: **REGULAR MEETINGS OF THE LIBRARY ADVISORY BOARD**
– Discussion and consideration of establishing a new meeting day, time and location for the Library Advisory Board Regular Meetings.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: May 2, 2013

Background: The Library Advisory Board meets on a bi-monthly schedule. These meetings are held on Thursdays at 9:00 a.m. The Library Advisory Board has had a high turnover rate and staff is continuously seeking to fill vacancies. With the current meeting day and time it is very difficult for many who work or raise small children to attend, limiting the audience of residents who may consider to serve on the board. Staff would like the Board to consider changing the day and time in order to broaden the scope of prospective candidates to serve on the Board.

All other Town Boards and Commissions meet in the latter part of the day:

Town Council	6:00 p.m.
Planning Commission	4:00 p.m.
Parks and Recreation Commission	5:30 p.m.
Design Review Board	6:30 p.m.
Board of Adjustment	6:00 p.m.



Staff Report

Agenda Item: 4TH OF JULY ICE CREAM SOCIAL – Discussion of the 2013 4th of July Ice Cream Social.

Staff Contact: Margie Hardie, Community Services Administrative Assistant

Meeting Date: May 2, 2013

Background: This item is scheduled for a discussion of the details of the 2013 4th of July Ice Cream Social.