

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

In accordance with Resolution #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 Special Meeting on Wednesday, September 9th, at 4:30 p.m., in the Clark Memorial Clubhouse Men's Lounge, 19 N. 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 4th day of September, 2015, at 12:00 p.m.

Dated this 4th day of September, 2015

By:



Joni Westcott
Administrative Assistant II

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

1. CALL TO ORDER

- 2. PUBLIC COMMENT** – The Library Advisory 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 comments 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. INFORMATIONAL REPORTS-

- a. CHAIRPERSON'S REPORT – A report from the Chairperson on current events.
- b. STAFF REPORTS – A report from Community Services staff members on current events.

- 4. MINUTES-**Discussion and consideration of the minutes of the Regular Meeting held on July 9, 2015.

NEW BUSINESS:

- 5. WORKSESSION: LIBRARY ADVISORY BOARD BOOK SALE-** Worksession to discuss the 2015 Library Advisory Board Book Sale.
- 6. FUTURE AGENDA ITEMS** – Listing of items to appear on future agendas.
- 7. WORKSESSION** – A worksession with the Parks and Recreation Commission regarding the formation of a Community Services Commission.
- 8. ADJOURNMENT**

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

**NOTICE 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, July 9th, 2015, at 9:00 a.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER- The meeting was called to order at 9:05 a.m. by Chairperson John Sherman.

Present:

Chairperson	John Sherman
Board Member	Ben Kramer
Board Member	Tom Murphy
Board Member	Ann Viarengo

Town Staff:

Community Services Supervisor: Dawn Norman
Community Services Administrative Assistant II: Joni Westcott

AGENDA ITEM: PUBLIC COMMENT – There was no public comment.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.
There was no information to report.

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

Community Services Administrative Assistant Joni Westcott reported the following:

- Congratulations to John Sherman for his Spirit of Clarkdale, Community Volunteerism award. Chairperson Sherman's outstanding contributions to the Library Advisory Board Book Sale and Ice Cream Social are greatly appreciated by the Community Services staff.
- The Library has added two new volunteers, Beverly Sesow and Bailey Aston. These dedicated volunteers come weekly to assist staff with various Library tasks and services.
- Community Services Follow-up Survey - The Community Services staff conducted a follow-up survey during the 4th of July event to further poll community members regarding specific programs and activities they would like to attend. This was a continuation of the Community Services Activity Survey offered in November of 2014. The follow-up survey will also be conducted at upcoming Community Services events. A report of the outcomes will be available to the Library Advisory Board once the information has been compiled and assessed.

Community Services Supervisor Dawn Norman reported that based on a suggestion made by this Board, Wi-Fi in the Town Park will soon be a reality. The system will be up and running for all park users with no special access required.

AGENDA ITEM: MINUTES – Discussion and consideration of the minutes of the Regular Meeting held on May 14, 2015.

Board member Kramer motioned to approve the Regular Meeting Minutes held on May 14, 2015. The motion was seconded by Board Member Viarengo. The motion passed unanimously.

NEW BUSINESS:

AGENDA ITEM: ELECTION OF VICE CHAIRPERSON – Discussion and consideration of electing a Vice Chairperson of the Library Advisory Board.

Chairperson Sherman motioned to elect Board member Kramer as the Vice Chairperson of the Library Advisory Board. The motion was seconded by Board Member Viarengo. Board member Kramer accepted the nomination. The motion passed unanimously.

With no objection, Chairperson Sherman rearranged the order of the agenda items to move agenda item 6. Library Ice Cream Social to the last item of discussion.

AGENDA ITEM: LIBRARY DONATION FUNDS- Discussion and consideration to approve the use of donation funds for outdoor cinema equipment.

Supervisor Norman reminded the Board that at the May 14, 2015 meeting they approved the use of \$2,000 from the Library Donation Account to apply towards the purchase of outdoor cinema equipment. She explained that due to budget constraints, staff was not able to purchase the equipment as planned. A large portion of the funding in the Town's general budget was reallocated in order for the budget to balance in fiscal year 14-15.

Staff intends to purchase the equipment in this fiscal year. With the new FY15-16 budget, it is necessary for staff to propose a new amount for the Library Advisory Board to consider because that particular line item was reduced by \$1,500. The request is to approve an expenditure of \$4,000 of Library donation funds to be applied towards the purchase of outdoor cinema equipment.

There was an open discussion. Vice Chairperson Kramer asked if there will be additional expenses once the outdoor cinema equipment is purchased. Supervisor Norman explained that the Community Services Department plans to partner with local businesses for movie license sponsorship so there would be no additional expenses. Board member Viarengo inquired about movie ratings, wondering if careful attention will be given to choosing movies that will be shown in the park. Supervisor Norman assured the Board that appropriate movies that are family friendly would be selected.

Chairperson Sherman motioned to approve the use of donation funds of \$4,000 to purchase outdoor cinema equipment. Board member Kramer seconded the motion. The motion passed unanimously.

AGENDA ITEM: COMMUNITY SERVICES COMMISSION – A discussion on the formation of a Community Services Commission.

Community Services Supervisor Dawn Norman reported that Town Council's 2009 Strategic Planning agenda focused primarily on preparing Clarkdale to meet serious and continuing economic challenges. Among the numerous ideas and strategies discussed during that session was a community outreach concept which included combining Parks & Recreation and Library services, along with an increased focus on volunteer services. A Community Services Department was formed to facilitate this vision.

Since 2009, the Community Services Department has worked on presenting the department as such, steering from being identified as Parks and Recreation or Library since the department includes both operations.

At that time, one of the items for future consideration, was to eliminate the Parks & Recreation Commission and Library Advisory Board and form a Community Services Commission. This Commission would be an advisory board to the Council relating to community services.

Supervisor Norman added information regarding the definition of Commissions and Boards which included the following:

- Commissions and Boards are standing bodies established by Town ordinance. In keeping with the Town’s philosophy of citizen involvement, the Town Council appoints citizens to commissions and boards to assist in the formulation of Town policy. They focus attention on specific issues, weigh community values in making recommendations to the Town Council, and thoroughly research and review alternatives to accompany formal recommendation to the Town Council.
- A commission’s role is to advise the Town Council about policies and programs. In addition, commissioners are sometimes asked to participate in a volunteer capacity for a departmental program.
- Library Advisory Board- Advises the Town Council and staff regarding the general priorities of the Clark Memorial Library and suggest/promotes fundraising ideas to finance projects in relation to the library operations.
- Parks and Recreation Commission- Advises the Town Council on park development, recreational activities, programming, and other community services.

Supervisor Norman explained that this is the beginning discussion on the formation and future of the new Commission and how it relates to the current Parks & Recreation Commission and Library Advisory Board.

There was an open discussion. Chairperson Sherman inquired as to how many members this new commission will have and how often they would meet. He also raised a concern over the Library donation account funds and what would happen to that money. Supervisor Norman explained that the details still need to be determined and that staff will keep the Board updated. Vice Chairperson Kramer commented that he supports the idea and can see the logic in moving to one Community Services Commission.

AGENDA ITEM: 2015 ICE CREAM SOCIAL- Review and discussion of the 2015 Ice Cream Social.

Community Services Administrative Assistant Westcott reported that the Library Advisory Board raised \$691.49 at the 2015 Ice Cream Social. Staff reviewed the donations and expenditures with the Board along with a comparison to 2014:

	2015	2014
Gift Card Donations	\$ 75.00	\$ 175.00
Monetary Donations	\$ 200.00	\$ 200.00
Expenditures	\$ (294.54)	\$ (256.88)
Gift Card Balance	\$ 115.28	\$ 26.14

Sales	\$ 595.75	\$ 572.76
Total Net Proceeds	\$ 691.49	\$ 717.02

Ending Balances on gift/shopping cards:

Safeway 2015	\$3.67
Safeway 2014	\$2.92
Fry's 2015	\$3.41
Walmart 2015	\$108.20
Walmart 2014	\$23.22

Total card balances that will forward to the 2016 Ice Cream Social is \$141.42.

Administrative Assistant Westcott reported that the annual donation of \$100 from a Clarkdale resident did not come in this year which did affect the bottom line, but actual cash sales were up by \$22.99 over 2014 sales.

An open discussion took place regarding the following aspects of the Ice Cream Social:

Ice cream cones- 22 boxes of cones were ordered from Walmart and 19 boxes were returned after the event. Fewer cones are needed and they need to be larger than those received this year. 150 cones should be sufficient and there should be a mixture of flat bottom and pointed bottom (sugar) cones.

Sheet cake – No need to purchase for next year.

Tent set up – Chairperson Sherman recommended going back to the previous year's set up of tents.

Hand washing basin– Need to set something up for hand washing.

Wrapping of bake sale items- Vice Chairperson Kramer suggested rewrapping store bought items to appear like homemade. Cookies should be pre-bagged with 3 or 4 per bag for \$1.

Outside sales – Volunteers took the baked goods out of the tent to the public and increased overall sales. This is a must for next year.

Volunteers – The volunteers were great this year and plentiful. The same number or even more next year if we continue taking bake sale items out to the public.

Additional suggestions –

- Table cloths are needed (6)
- Buy extra Magic Shell chocolate topping
- Purchase a large “Extreme” cooler to place one of the tubs of ice cream into (current cooler does not hold all 4)
- Trays or boxes that volunteers can use to take items out to the public
- Need additional chairs for volunteers
- Buy more cherry/raspberry crumble pie from Safeway
- Place picture frames on table to make suggestions, such as pancakes with scoop of ice cream
- Sell tickets for ice cream/games, etc.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Community Services Commission

AGENDA ITEM: ADJOURNMENT- With no further business before the Board and with no objection, the meeting adjourned at 10:10 a.m.

APPROVED: _____
John Sherman, Chairperson

SUBMITTED: _____
Joni Westcott, Community Services Administrative Assistant II

DRAFT



Staff Report

Agenda Item: **WORKSESSION: 2015 LIBRARY ADVISORY BOARD BOOK SALE –**
Worksession to discuss the 2015 Library Advisory Board Book Sale.

Staff Contact: Joni Westcott, Administrative Assistant II

Meeting Date: September 9, 2015

Background: The Library Advisory Board Annual Book Sale is held independently, but in conjunction with the Made in Clarkdale and Clarkdale Historical Society and Museum Home Tour events that take place in December each year. The main reason for holding the book sale in conjunction with these two events was to take advantage of the influx of foot traffic to the Town property during this time.

Staff has recent information that the Board should consider as it will impact the success of the book sale for 2015:

- Made in Clarkdale is scheduled to run 3 days rather than its usual 10 days (12/4-12/6)
- Clarkdale Historical Society and Museum has postponed the Home Tour until 4/2/2016

Other considerations include:

- Limited inventory - There are approximately 30 boxes of books, 20 of which are leftover books that did not sell at the 2014 event and 10 boxes are primarily romance paperbacks.
- Financial considerations - Last year the book sale averaged \$88 per day (\$2,213/25 days). Average sales over the opening weekend were \$218 per day (\$654/3). Note that the Library Ice Cream Social brought in more revenue during a 4 hour event.
- Set-up/Operations - The 2014 Library Book Sale was a month long event that took a tremendous amount of staff and volunteer time to set up, run, and maintain. Staff time included Library/Community Services, Public Works, and IT.
- Scheduling the event around the holiday season makes it very difficult to recruit volunteers to help with after hour/weekend coverage.

Staff would like for the Board to consider postponing the book sale until the new Community Services Commission is formed.

Recommendation: This item is scheduled as a worksession only, no official action is necessary.



Staff Report

Agenda Item: **WORKSESSION** – A worksession with the Parks and Recreation Commission regarding the formation of a Community Services Commission.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: September 9, 2015

Background: By creating a Community Services Department in 2009, our organization began a consolidation of efforts and a focus on providing a variety of activities and services to the community as efficiently and creatively as possible. To now transition our existing Library Advisory Board and Parks & Recreation Commission to a single Community Services Commission is a pivotal step in that direction.

As presented to the Board in earlier meetings, staff has begun the process to create the new Community Services Commission and will update the Parks and Recreation Commission and Library Advisory Board on the progress and timeline.

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