



Cochise County Board of Supervisors

Public Programs...Personal Service
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PEGGY JUDD
Chairman
District 3

PATRICK G. CALL
Vice-Chairman
District 1

ANN ENGLISH
Supervisor
District 2

EDWARD T. GILLIGAN
County Administrator

ARLETHE G. RIOS
Clerk of the Board

AGENDA FOR LIBRARY DISTRICT MEETING

Monday, June 18, 2018 at 10:00 a.m.

BOARD OF SUPERVISORS EXECUTIVE CONFERENCE ROOM
1415 MELODY LANE, BUILDING G, BISBEE, AZ 85603

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

ROLL CALL

Members of the Cochise County Board of Supervisors will attend either in person or by telephone, video or internet conferencing.

The Board may permit public comment during the discussion of any item on this agenda. If you wish to be heard on a specific item, please sign up to be heard using the 'Specific Item' on the speaker form provided, and please list the item about which you wish to be heard. Persons will be permitted three minutes to speak.

CONSENT

Board of Supervisors

1. Approve the Minutes of the September 26, 2017 Library District Board meeting.

ACTION

Library

2. Adopt the Tentative Budget of the Library District for fiscal year 2018-2019 in the amount of \$2,069,430.

Pursuant to the Americans with Disabilities Act (ADA), Cochise County does not, by reason of a disability, exclude from participation in or deny benefits or services, programs or activities or discriminate against any qualified person with a disability.

Inquiries regarding compliance with ADA provisions, accessibility or accommodations can be directed to Chris Mullinax, Safety/Loss Control Analyst at (520) 432-9720, FAX (520) 432-9716, TDD (520) 432-8360, 1415 Melody Lane, Building F, Bisbee, Arizona 85603.

Cochise County Board of Supervisors

1415 Melody Lane, Building G Bisbee, Arizona 85603
520-432-9200 520-432-5016 fax board@cochise.az.gov

Library District Meeting

Meeting Date: 06/18/2018

Minutes

Submitted By: Melissa Belasco, Board of Supervisors

Department: Board of Supervisors

Presentation: No A/V Presentation

Document Signatures:

Recommendation:

of ORIGINALS

Submitted for Signature:

NAME n/a

TITLE Ed Gilligan

of PRESENTER:

of PRESENTER:

Mandated Function?:

**Source of Mandate
or Basis for Support?:**

Information

Agenda Item Text:

Approve the Minutes of the September 26, 2017 Library District Board meeting.

Background:

n/a

Department's Next Steps (if approved):

n/a

Impact of NOT Approving/Alternatives:

n/a

To BOS Staff: Document Disposition/Follow-Up:

Route signed Minutes for scanning & file.

Budget Information

Information about available funds

Budgeted:

Funds Available:

Amount Available:

Unbudgeted:

Funds NOT Available:

Amendment:

Account Code(s) for Available Funds

1:

Fund Transfers

Attachments

Minutes

**PROCEEDINGS OF THE COCHISE COUNTY LIBRARY DISTRICT
MEETING HELD ON
Tuesday, September 26, 2017**

A meeting of the Cochise County Library District was held on Tuesday, September 26, 2017 10:00 a.m. in the Board of Supervisors' Hearing Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Patrick G. Call, Vice-Chairman; Peggy Judd, Director

Staff Present: Edward T. Gilligan, County Administrator
Britt W. Hanson, Chief Civil Deputy County Attorney
Arlethe G. Rios, Clerk of the Board

Chairman English called the meeting to order at 10:07 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

CALL TO THE PUBLIC

Chairman English opened the call to the public.

No one chose to speak and Chairman English closed the call to the public.

This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda.

CONSENT

Board of Supervisors

1. Approve the Minutes of the July 10, 2017 Library District Board meeting.

Vice-Chairman Call moved to approve the Minutes of the July 10, 2017 Library District Board meeting. Director Judd seconded the motion and it carried unanimously.

ACTION

Library

2. Approve an application for the 2017-2018 State Grants-In-Aid in the amount of \$23,000.

Ms. Amadee Ricketts, Library Director, presented this item. Ms. Ricketts said this was a non-competitive grant that was provided to libraries statewide and that her staff used the funding to supplement collections, offer summer programs, and pay for staff training.

Director Judd moved to approve an application for the 2017-2018 State Grants-In-Aid in the amount of \$23,000. Vice-Chairman Call seconded the motion.

Chairman English called for the vote and it was approved 3-0.

3. Approve a revision of the Library District's Standards of Acceptable Behavior policy.

Ms. Amadee Ricketts, Library Director, presented this item. Ms. Ricketts said that the main change to the policy, which was originally approved in 2014, was to strike language about firearms for all libraries, except for the library located in Sunizona, due to the fact that it was housed inside a school where firearms are not permitted.

Vice-Chairman Call moved to approve a revision of the Library District's Standards of Acceptable Behavior policy. Director Judd seconded the motion.

Chairman English called for the vote and it was approved 3-0.

4. Approve a revision to the Library District's Internet and Wireless Use Policy.

Ms. Amadee Ricketts, Library Director, presented this item. Ms. Ricketts said the original policy was approved in 2011 and the change requested today was to add language stating that a filtering software would also be used on the wireless internet connection. She added that staff used this software to stop a session if a user was violating the policy.

Director Judd moved to approve a revision to the Library District's Internet and Wireless Use Policy. Vice-Chairman Call seconded the motion.

Chairman English called for the vote and it was approved 3-0.

5. Discussion and possible direction regarding a new mission statement for the Library District.

Ms. Amadee Ricketts, Library Director, presented this item. Ms. Ricketts said that the mission statement needed to be changed to actually describe why we provide library services, not list which services we provide. She read the three separate statements:

- We enrich our communities by providing equal access to opportunities to learn, relax, grow, and connect.
- The mission of the Cochise County Library District is to facilitate lifelong learning, inspiration, discovery, and community.
- The joy of reading. The discovery of ideas. The power of information.

Chairman English noted that the general consensus of the Board was for the 3rd choice.

Mr. Ricketts said that this would be the new mission statement and thanked her staff for their work on this effort, specifically staff from Bowie, who came up with the mission statement chosen.

6. Discussion, presentation, and possible direction regarding the Cochise County Library District's new online catalog.

Ms. Amadee Ricketts, Library Director, presented this item. Ms. Ricketts said that this was one of the biggest changes for the Library in a long time and wanted to give the Board a preview. Ms. Ricketts pulled up the website to show the Board and noted that staff was currently taking feedback on how user friendly the new catalog is.

The Board thanked Ms. Ricketts for her work on the changes to improve the Library District.

Chairman English adjourned the meeting at 10:19 a.m.

APPROVED:

Ann English, Chairman

ATTEST:

Arlethe G. Rios, Clerk of the Board

Library District Meeting

Meeting Date: 06/18/2018

Adopt Tentative Library District Budget

Submitted By: Melissa Belasco, Board of Supervisors

Department: Board of Supervisors

Presentation: No A/V Presentation

Document Signatures:

Recommendation:

of ORIGINALS

Submitted for Signature:

NAME Jim Vlahovich

TITLE County Administrator

of PRESENTER:

of PRESENTER:

Mandated Function?:

**Source of Mandate
or Basis for Support?:**

Information

Agenda Item Text:

Adopt the Tentative Budget of the Library District for fiscal year 2018-2019 in the amount of \$2,069,430.

Background:

Annual Tentative Budget adoption. Per ARS 42-17101, the tentative budget must be approved by the Board of Supervisors on or before the third Monday in July (June 18, this year). Following the Board's approval, the tentative budget must be published--together with a notice of Public Hearing on the budget and a Truth-In-Taxation hearing notice (if required), once a week for two consecutive weeks in the official county newspaper.

The Public Hearing on the budget will be held at the Board of Supervisors Hearing Room on Monday, July 16, 2018 at 1:00 p.m.

The tax rates and levies will be adopted by the Board at a subsequent special meeting on Monday, August 20, in the same location and also at 10:00 a.m.

Department's Next Steps (if approved):

Publish the budget, TNT notice (if required) and notice of public hearing pursuant to the requirements set forth in the statutes.

Impact of NOT Approving/Alternatives:

Cochise County must adopt a Tentative Budget no later than the third Monday in July.

To BOS Staff: Document Disposition/Follow-Up:

See Dept's next steps, above.

Budget Information

Information about available funds

Budgeted:

Funds Available:

Amount Available:

Unbudgeted:

Funds NOT Available:

Amendment:

Account Code(s) for Available Funds

1:

Fund Transfers

Attachments

Library Tentative Budget

COCHISE COUNTY		
LIBRARY DISTRICT		
2018-19 TENTATIVE BUDGET		
LINE ITEM DESCRIPTION	2017-18 ADOPTED BUDGET	2018-19 TENTATIVE BUDGET
Revenues:		
Real Estate Tax - Current	1,233,623	1,244,771
Real Estate Tax - Delinquent	20,000	20,000
Personal Prop Tax - Current	38,153	38,498
Personal Prop Tax - Delinquent	1,500	1,500
Interest	2,000	2,000
Miscellaneous	1,500	1,500
Cash Carry Forward	591,571	761,161
Total Revenue	1,888,347	2,069,430
Expenditures:		
Salaries	347,249	368,060
Temporary Salaries	5,000	
Salary Adjustments	13,345	
Benefits	145,325	160,123
Books and Periodicals	112,410	118,000
Office Supplies	9,000	8,000
Operating Supplies	90	6,000
Small Equipment	3,230	29,036
Professional Services	76,016	80,200
Communications	28,275	17,543
Travel/Fleet Charges	29,450	26,768
Operating Leases	15,910	12,000
Transfer to Other Funds	95,000	95,000
Other Charges	348,109	348,347
Contingency	659,938	800,353
Total Expenditures	1,888,347	2,069,430

2018 Tax Rate 0.1451
2018 Levy \$1,324,767

2019 Proposed Tax Rate 0.1451
2019 Levy \$1,346,949