

THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ HELD ON THIS 19TH DAY OF MARCH, 2015

CALL TO ORDER - Mayor Bob Irvin called the meeting to order at 6:30 p.m.

ROLL CALL - City Clerk Virginia A. Mefford called the roll.

PRESENT

- Mayor Robert A. Irvin
- Vice Mayor Earl Goolsby
- Councilman Elwood A. Johnson
- Councilman Gerald W. Lindsey
- ~~Councilman William "Bill" Nigh~~
- Councilman Timothy A. Bowlby
- Councilman Michael J. Laws

STAFF

- City Manager Ted Soltis
- City Clerk Virginia Mefford
- ~~City Attorney Ann P. Roberts~~
- Police Chief Glenn Childers
- Finance Director Crystal Hadfield
- Library Director Tom Miner
- ~~Public Works Director Kevin Hagerich~~
- Development Services Jeff Stoddard

ABSENT

Councilman William "Bill" Nigh-excused

PLEDGE OF ALLEGIANCE TO THE FLAG - Led by Mayor Irvin

CALL TO THE PUBLIC

Ralph Score announced that the 2nd annual Southern Arizona Independent Film Festival will take place this Saturday. He encouraged everyone to come. There will be a special guest from Indiana and many films shown throughout the day.

DECLARATION ON CONFLICT OF INTEREST - None

ADOPTION OF THE AGENDA

MOTION: Councilmember Johnson made a motion to adopt the agenda as presented.
SECONDED: Vice Mayor Goolsby seconded the motion.
MOTION CARRIED

APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 19, 2015

MOTION: Councilmember Johnson made a motion to approve the minutes.
SECONDED: Councilmember Bowlby seconded the motion.
MOTION CARRIED

RESOLUTION 2015-12 - A RESOLUTION APPROVING AND ADOPTING THE AGREEMENT WITH HEALTHCARE INNOVATIONS, INC. ("HCI") FOR THE PURPOSE OF PROVIDING DISPATCH SERVICES

MOTION: Councilmember Bowlby made a motion to approve Resolution 2015-12.
SECONDED: Councilmember Johnson seconded the motion.
MOTION CARRIED

APPOINT JANET O'DANIEL TO THE HISTORICAL PRESERVATION ADVISORY COMMITTEE

MOTION: Councilmember Bowlby made a motion to appoint Janet O'Daniel to the Historical Preservation Advisory Committee.
SECONDED: Councilmember Johnson seconded the motion.
MOTION CARRIED

CITY MANAGER'S REPORT

- Library Director Miner gave a brief presentation on the results of the annual Library Customer Satisfaction Survey.
- The City Manager thanked Council and staff for attending the tour of the sewer plant.

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 19TH DAY OF MARCH, 2015**

He attended a Rate Review Advisory Board (RRAB) meeting. Tipping fee rates were discussed. The Board will send a recommended 5% fee increase for this year and next to the County Commissioners.

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Councilmember Johnson commented on how well the groundbreaking ceremony for the new John Deer building went.

Councilmember Laws expressed excitement about the businesses opening up this year. He also attended the Food Distribution Center groundbreaking ceremony.

Councilmember Goolsby commented on the need to focus on the positive things happening in the community. There are new businesses opening and homes are selling.

Mayor Irvin stated everyone had a good time at the Food Distribution Center groundbreaking ceremony.

ADJOURN

With no further business before the Mayor and Council, the meeting was adjourned at 6:45 p.m. by Mayor Irvin.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 19th day of March, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 19th day of March 2015

City Clerk Virginia Mefford

PASSED, APPROVED AND ADOPTED this 2nd day of April, 2015.

Mayor Robert A. Irvin

ATTEST:

City Clerk Virginia A. Mefford

CITY OF WILLCOX
Request for Council Action

Agenda Item: 8
Tab Number: 2

Meeting Date:

April 02, 2015

Action:

- Resolution
 Ordinance
 Other

Subject: Public Hearing -
Waste Water Treatment Plant

To: Mayor and City Council

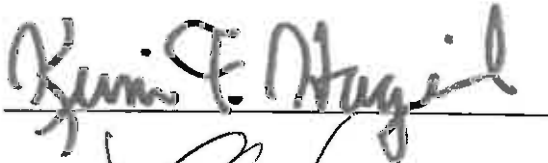
From: Kevin T. Hagerich, Public Works Director

Discussion: North American Development Bank (NADB) and Border Environment Cooperation Commission (BECC) will deliver a presentation regarding funding for the Waste Water Treatment Plant upgrade.


Recommendation: None.

Fiscal Impact: N/A

Submitted by:



Approved by:





**WILCOX
HISTORIC
THEATER**

March 24, 2015

Mr. Mayor and Members of the City Council

The Willcox Historic Theater has agreed with the Willcox Wine Country Festival to hold seminars or workshops at the Theater during the May 2015 Festival. Similar sessions held during the October 2014 were well received by Festival attendees.

Planned topics are Wine Appreciation and Wine Growing. These sessions would complement the Wine Festival, but are not directly a part of the Festival and would be held at the Theater, not at Railroad Park.

To allow for wine tasting at these sessions, and to possibly auction bottles of wine to benefit the Theater, Willcox Historic Theater Preservation, Inc is applying for a Series 15 Special Event Liquor License as shown on the attached application.

We believe these sessions have the potential to benefit the Festival, the Theater and Festival attendees and ask that you approve the application.

Thank you

Gayle Berry
President

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 0 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL
EVENT LIQUOR SALES.**

Name Willcox Historic Theater Preservation, Inc 100%
Percentage

Address 134 N Railroad Ave Willcox, AZ 85643

Name _____ Percentage

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

_____ # Police Fencing
_____ # Security personnel Barriers

The event will take place in Willcox Historic Theater Auditorium Two. Access is first through the
general Theater doors and then Auditorium Two's Single Door. The Auditorium Two entrance will be
staffed and continuously monitored by Theater staff to ensure compliance

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time
period, and in the area in which the special event license will be in use? YES NO

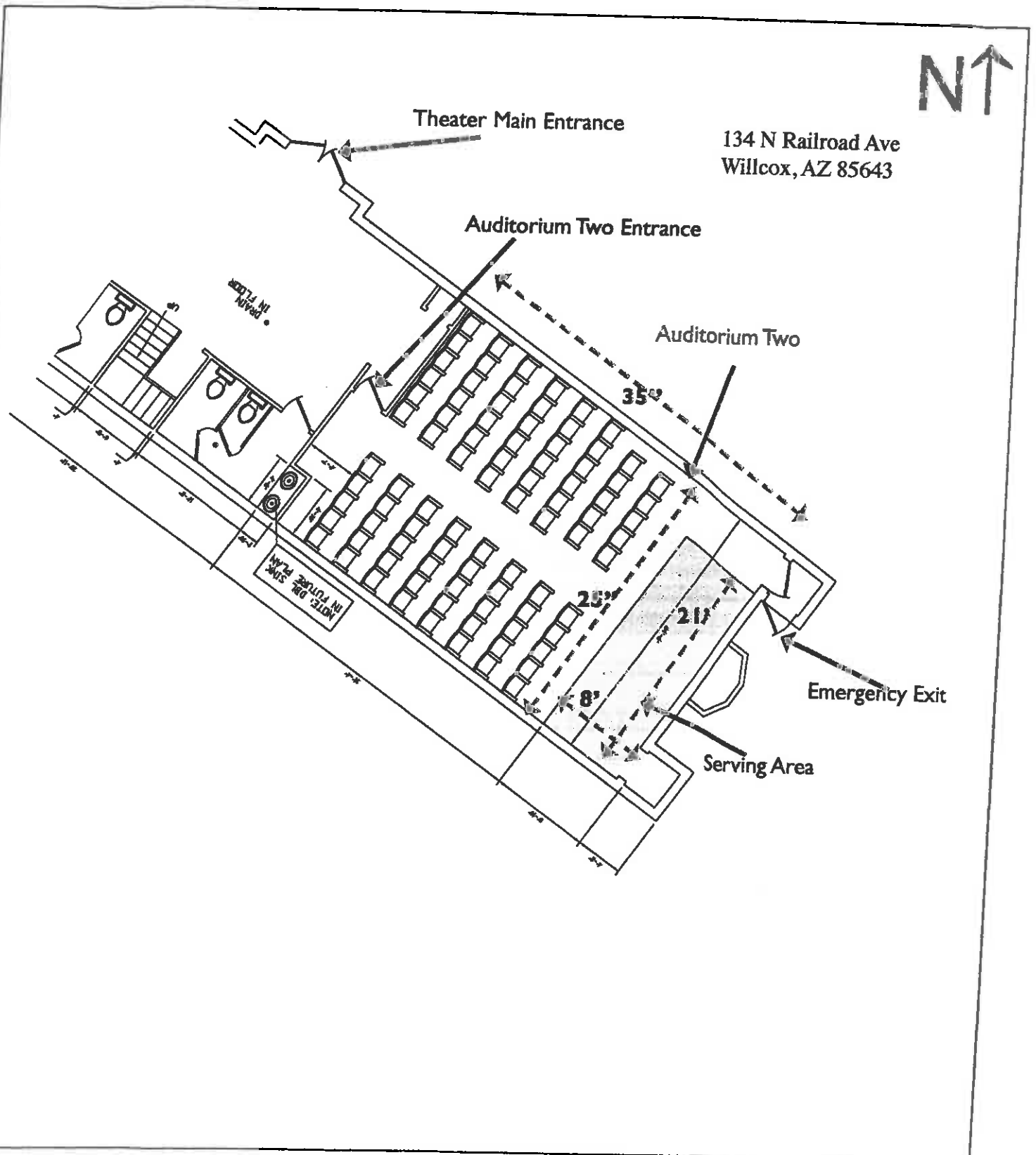
(ATTACH COPY OF AGREEMENT)

not applicable ()
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Gayle Berry declare that I am an Officer/Director/Chairperson appointing the
 (Print full name)
 applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Gayle Berry President 3/11/15 (520) 766-3335
 (Signature) (Title/Position) (Date) (Phone #)

State of Cochise County of Arizona



LAUREL S. MURRAY
 NOTARY PUBLIC - ARIZONA
 COCHISE COUNTY
 My Commission Expires
 September 10, 2018

The foregoing instrument was acknowledged before me this

11 March 2015
 Day Month Year

My Commission expires on: 9-10-2018
 (Date)

Laurel S. Murray
 (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, RHONA MACMILLAN declare that I am the APPLICANT filing this application as
 (Print full name)
 listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Rhona Macmillan
 (Signature)

State of Arizona County of Cochise
 The foregoing instrument was acknowledged before me this

11 March 2015
 Day Month Year

My commission expires on: June 12, 2017
 (Date)

Belinda Franco
 (Signature of NOTARY PUBLIC)



BELINDA DIANEY FRANCO
 Notary Public - Arizona
 Cochise County

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED

BY:

 (Title) (Date)

CITY OF WILLCOX
Request for Council Action

Agenda Item: 10
Tab Number: 4

Meeting Date:

April 2, 2015

Action:

Resolution
 Ordinance
 Other

Subject: Local Governing Board Approval Requested for Liquor License Application

To: Mayor and City Council

From: Glenn Childers, Police Chief

Discussion: Golden Rule Vineyards is requesting the use of the City of Willcox's Community Center for a wine festival. Section 7 of the Arizona Department of Liquor Licenses and Control application requires the approval of the local governing body for this event, which will be held Saturday, May 16, 2015 from 5:00 p.m. until 7:00 p.m. As this is a City-owned facility, the Willcox Police Department will be providing a police officer for security during the event.

Recommendation: Approve the liquor license request for Golden Rule Vineyards' Wine Festival.

Fiscal Impact: \$ 0.

Submitted by: CHIEF Glenn Childers #756
Glenn Childers, Police Chief

Approved by: Ted Soltis
Ted Soltis, City Manager

Arizona Department of Liquor Licenses and Control
 800 W. Washington 5th Floor
 Phoenix AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FAIR/FESTIVAL LICENSE APPLICATION
 A.R.S. §4-203.03 Farm Winery / A.R.S. §4-205.11 Craft Distillery
 A.R.S. §4-203.02 At Special Event

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

SECTION 1 Application type:

Wine Fair Wine Festival Craft Distillery Fair Craft Distillery Festival

1. Applicant's Name: James Hill Graham Daytime Phone # _____

2. Business name: Golden Rule Vineyards Liquor license #: 13023032
farm winery or craft distillery

Email: wine@goldenrulevineyards.com

3. Mailing address: 3525 N Golden Rule Rd, Cochise, AZ 85606
street address city state zip code

4. Location of fair/festival: 312 W Stewart Ave, Willcox, AZ 85606
street address city county zip code

SECTION 2 Fees, Date & Hours: \$15 per day

Winery festival days permitted: 50 licenses per winery per calendar year for a total of 150 days per winery per calendar year.

Craft Distillery festival days permitted: 25 licenses per craft distillery per calendar year for a total of 75 days per craft distillery per calendar year.

	DATE	DAY OF WEEK	START TIME AM/PM	END TIME AM/PM
1.	<u>5/16/2015</u>	<u>saturday</u>	<u>5:00 pm</u>	<u>7:00 pm</u>
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

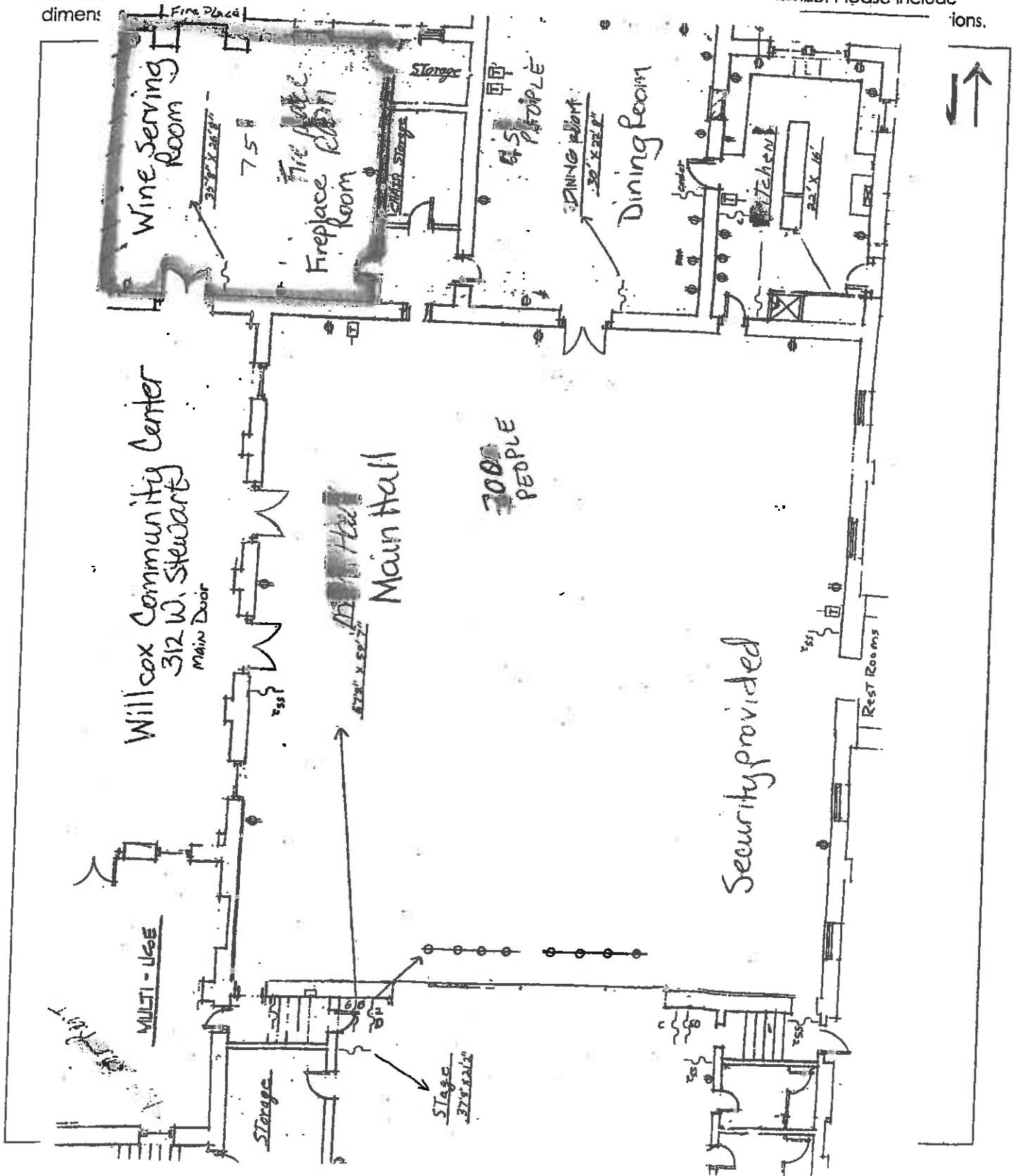
SECTION 3 Site Owner Information:

1. Site owner name: City of Willcox, Daytime Phone #: (520) 507-3310
First Last
2. Site owner mailing address: 101 S Railroad Ave Ste B, Willcox, AZ 85643
street address city state zip code
3. Email Address: vmefford@willcoxcity.org

SECTION 4 to complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the site owner named in Section 3? Yes No
2. Will the liquor you sell/serve be products only manufacture/produced at your licensed premises names in Section 1? Yes No
3. List the number of Fair/Festival licenses you have been issued in the current calendar year 5
4. List the number of days you have held a licensed Fair/Festival in the current calendar year 10
5. What security and control measures will you take to prevent violations of state liquor laws at this event?
- 1 # of Police Officers on Site Fencing Yes No
- # of Security Personnel on Site Barriers Yes No
6. I am familiar with and have read statues for Arizona's fair/festival privileges, requirements and penalties? (Farm Winery A.R.S. §4-203.03, Craft Distillery A.R.S. §4-205.11, either being held at a Special Event A.R.S. §4-203.02) Yes No
7. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell or furnish liquor at this fair/festival have knowledge of Arizona liquor laws? (R19-1-302) Yes No

Section 5 Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this () of this () commercial event licensed premise. Please include dimensions.



Section 6 This sections to be completed only by the applicant named in section #1

I, James Hill Graham declare that I am the APPLICANT filing this application as listed in
(print full name)

Section 8. I have read the application and the contents and all statements are true, correct and Complete.

X James Hill Graham Owner/Agent 3/13/2015 (520) 507-3310
(signature) Title/ Position Date Phone #

The foregoing instrument was acknowledge before me this 13th March 2015
Day Month Year

State Arizona County of Cochise

My Commission Expires on: 020519
Date

Patricia A. O'Neal
Signature of Notary Public



The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

Section 7 Local Governing Body Approval Section

I, _____ recommend APPROVAL DISAPPROVAL
(government official) (Title)

on behalf of _____
(City, Town, County) Signature Date Phone #

FOR DEPARTMENT OF LIQUOR USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ronald Low Farm Bureau Financial Services 7301 E. 22nd Street Suite 4C Tucson, AZ 85710	CONTACT NAME: Ronald Low	
	PHONE (A/C, No, Ext): 520-288-8154 FAX (A/C, No): 206-337-4324 E-MAIL ADDRESS: ronald.low@fbfs.com	
INSURED Golden Rule Vineyards Cochise Groves Farming, Inc. 3649 N. Golden Rule Road Cochise, AZ 85606-8722	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Western Agricultural Ins. Co.	27871
	INSURER B: Farm Bureau Property & Casualty Ins. Co.	13773
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMP 6000632 08	04/18/2015	04/18/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMP 6000632 08	04/18/2015	04/18/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 1,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMU 0000299 08	04/18/2015	04/18/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A				<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Willcox Wine Tasting
 May 16, 2015
 Willcox Community Center
 312 W. Stewart
 Willcox, AZ 85643

CERTIFICATE HOLDER

CANCELLATION

City of Willcox
 101 S. Railroad Avenue
 Willcox, AZ 85643

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Ronald Low

CITY OF WILLCOX
Request for Council Action

Agenda Item: 11
Tab Number: 5

Meeting Date:

April 2, 2015

Action:

Resolution
 Ordinance
 Other

Subject: Local Governing
Board Approval Requested
for Liquor License
Application

To: Mayor and City Council

From: Glenn Childers, Police Chief

Discussion: Flying Leap Vineyards is requesting the use of the City of Willcox's Community Center for a wine festival. Section 7 of the Arizona Department of Liquor Licenses and Control application requires the approval of the local governing body for this event, which will be held Saturday, May 16, 2015 from 5:00 p.m. until 7:00 p.m. As this is a City-owned facility, the Willcox Police Department will be providing a police officer for security during the event.

Recommendation: Approve the liquor license request for Flying Leap Vineyards' Wine Festival.

Fiscal Impact: \$ 0.

Submitted by: CHIEF Glenn Childers #936
Glenn Childers, Police Chief

Approved by: Ted Soltis
Ted Soltis, City Manager

Arizona Department of Liquor Licenses and Control
 800 W. Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov

A.R.S. § 4-203.03 Farm Winery
 A.R.S. § 4-203.02 At Special Event

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 4-6852). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

SECTION 1 Application type:

- Wine Fair Wine Festival Craft Distillery Fair Craft Distillery Festival

1. Applicant's Name: ROBERTA SERFACET Daytime Phone #: _____

2. Business name: FLYING LEAP VINEYARDS Liquor license #: 13023030
farm winery or craft distillery

Email: MARKBERES@MSN.COM

3. Mailing address: 16500 S. CREOSOTE VIEW LN. VAIL, AZ 85641
street address city state zip code

4. Location of fair/festival: 312 W. Stewart St. WILLCOX COCHISE 85643
street address city county zip code

SECTION 2 Fees, Date & Hours: \$15 per day

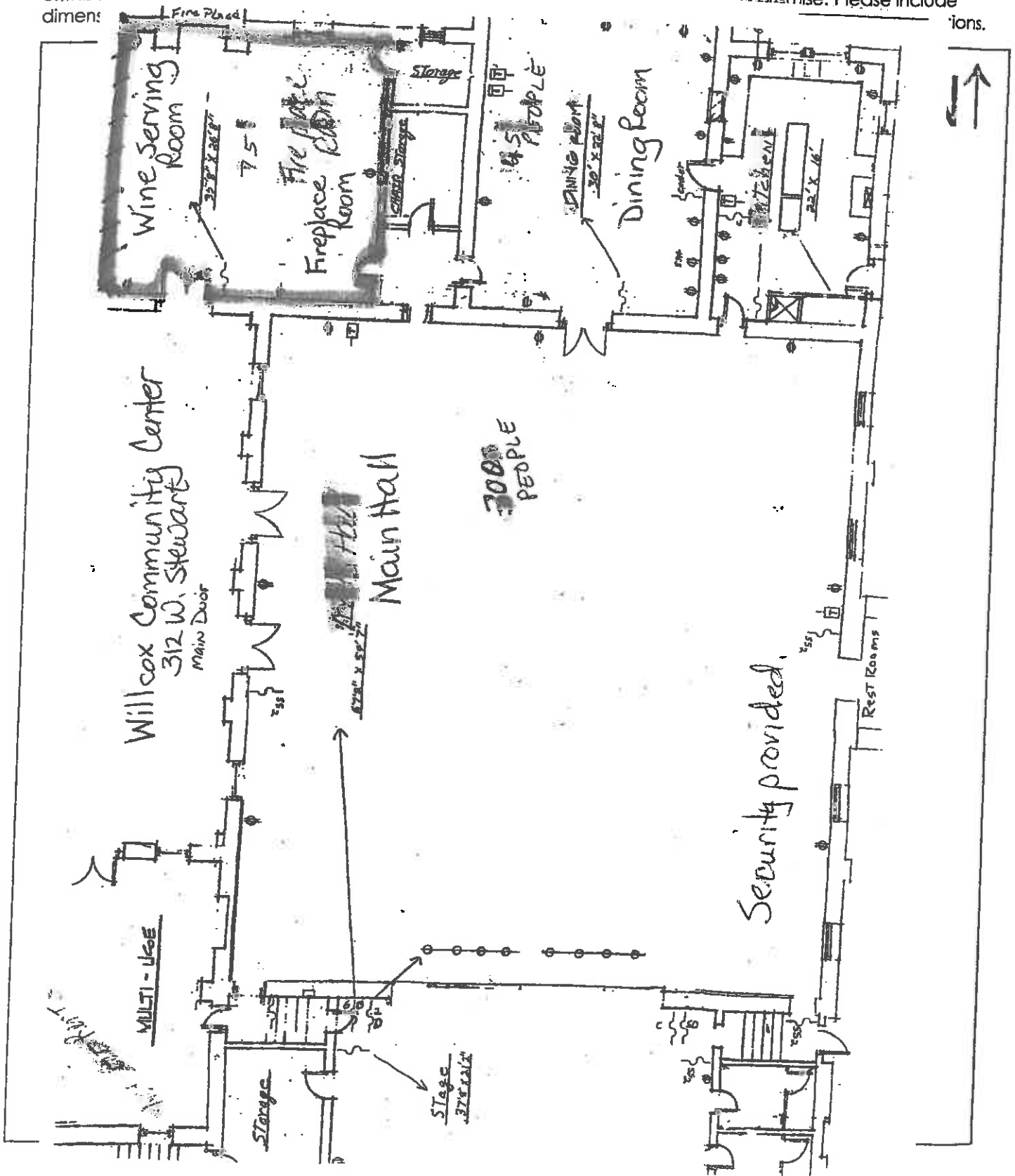
Winery festival days permitted: 50 licenses per winery per calendar year for a total of 150 days per winery per calendar year.

Craft Distillery festival days permitted: 25 licenses per craft distillery per calendar year for a total of 75 days per craft distillery per calendar year.

	DATE	DAY OF WEEK	START TIME AM/PM	END TIME AM/PM
1.	<u>5/16/2015</u>	<u>SATURDAY</u>	<u>5:00</u>	<u>7:00</u>
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

Section 5 Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this certificate. Please include dimensions.



Section 5 Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Use this page to draw a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.

N↑

Section 6 This sections to be completed only by the applicant named in section #1

I, Roberta Surface declare that I am the APPLICANT filing this application as listed in Section 8. I have read the application and the contents and all statements are true, correct and Complete.

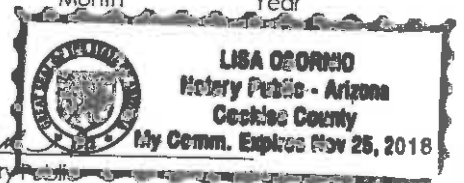
X Roberta Surface (signature) Sommelier Title/Position 3/11/2015 Date 9282549652 Phone #

The foregoing instrument was acknowledge before me this 11 Day March Month 2015 Year

State Arizona County of Cochise

My Commission Expires on: 11/25/18 Date

Lisa Orsino Signature of Notary Public



The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

Section 7 Local Governing Body Approval Section

I, _____ (government official) _____ (Title) recommend APPROVAL DISAPPROVAL

on behalf of _____ (City, Town, County) _____ Signature _____ Date _____ Phone # _____

FOR DEPARTMENT OF LIQUOR USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____

CITY OF WILLCOX
Request for Council Action

Agenda Item: 12
Tab Number: 6

Meeting Date:

April 2, 2015

Action:

Resolution
 Ordinance
 Other

Subject: Resolution 2015-13
Library General Policy update

To: Mayor and City Council

From: Tom Miner, Library Director and the Public Library Advisory Committee

Discussion: The updated Library General Policy was reviewed and approved on March 10, 2015 by the Public Library Advisory Committee. The Policy is now forwarded for your consideration, approval and adoption.

Recommendation: Approve the updated Library General Policy.

Fiscal Impact: None.

Submitted by: Tom Miner

Approved by: [Signature]

CITY OF WILLCOX, COCHISE COUNTY, ARIZONA

RESOLUTION 2015-13

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, APPROVING THE UPDATED LIBRARY GENERAL POLICY

WHEREAS, the Elsie S. Hogan Community Library General Policy is periodically reviewed by the Public Library Advisory Committee and Library Director; and

WHEREAS, an updated Library General Policy is attached.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, ARIZONA, as follows:

SECTION 1: The Mayor and City Council hereby authorize and approve the updated Library General Policy as set forth herein as Exhibit "A", attached hereto and by reference, incorporated herein.

SECTION 2: The Mayor is authorized and empowered to execute the Resolution as presented.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, ARIZONA, this 2nd day of April, 2015.

APPROVED/EXECUTED:

ROBERT A. IRVIN, Mayor

ATTEST:

APPROVED AS TO FORM:

VIRGINIA A. MEFFORD, City Clerk

ANN P. ROBERTS, City Attorney

Exhibit "A"

CITY OF WILLCOX ELSIE S. HOGAN COMMUNITY LIBRARY GENERAL POLICY Revised March 2015

Welcome to the Elsie S. Hogan Community Library. The following is for your information only. If you have questions on this or any other part of our library services or policies, please feel free to speak to either the Library Supervisor or the Director, or call us at (520) 766-4250.

This policy will be **reviewed and updated as required, a minimum of every two years** by the Library Director and the Public Library Advisory Committee.

I. MISSION STATEMENT

The Elsie S. Hogan Community Library connects people, information, and ideas to promote lifelong learning, literacy development, and community involvement to assure the best quality of life.

We accomplish our mission by striving to:

- Manage a knowledgeable, friendly, and professionally trained staff.
- Provide and maintain a current collection of materials in a wide variety of physical and electronic formats.
- Promote literacy development and a love of reading through programs, materials and services.
- Offer a community meeting space where all members can gather, interact, and participate in programs and events of public interest, study, and enjoyment.
- Promote equitable access to information and technology by providing Internet access and relevant training classes for the public.
- Collaborate and cooperate with City departments and community organizations to extend the Library's reach and community impact.
- Stay up-to-date with evolving community needs and interests by continuously adapting and evaluating our services, programs and collection.
- Invest in our staff, technology and infrastructure in order to best serve community needs.

II. VISION STATEMENT

The Elsie S. Hogan Community Library aspires to be the center of information and discovery in the community. Through innovative programming, relevant collections and responsive services, its goals are to support lifelong learning and the joy of reading, and to enrich, entertain and educate residents of all ages and cultures.

III. GENERAL INFORMATION

A. Obtaining a Library Card:

1. Any Cochise County resident and/or his/her dependents shall be allowed the privilege of using library services without fee for the initial borrower's card. Proof of Cochise County residence (post office box numbers along with description of the location of residence will be accepted addresses), a

reference (name, address, phone no.), and a picture ID are needed to obtain a library card. Lost or damaged cards will be replaced for a fee of \$1.00 (non-refundable).

2. A parent's or guardian's signature is required for applicants under 18 years old. A parent/guardian **must be present** when a child applies for a card. Our policy is: If a child is old enough to write their own name, then they are old enough to have a card, *however*, if any parent or legal guardian has outstanding fines on library items, a card will not be issued to that child until all fines are paid.

3. A ten dollar (\$10.00) refundable deposit shall be required of any non-resident patron. These patrons will be given a temporary library card and shall have full library privileges. The deposit will not be returned if the card is lost, stolen or damaged. A deposit will be refunded when:

- a. The patron returns the temporary library card in good condition, with proof of ID and paid receipt, AND
 - b. All materials have been returned, AND
 - c. All charges and fines have been paid.
4. Three types of borrower's cards shall be issued:
- a. Adult - anyone 18 years of age or older.
 - b. Student - anyone 17 years of age or younger, **must** have parent or legal guardian signature.
 - c. Temporary Adult (non-resident) - \$10.00 deposit (refundable) required.

B. Circulation:

1. Patrons will be limited to possessing 10 items per library cardholder.
2. Most materials are checked out for a three-week loan period with the exception of movies, which are checked out for one week, and newly released items are checked out for two weeks, depending on the status of the material.
3. Materials may be renewed once; some restrictions may apply. Renewals may be done in person, by telephone, or on-line, depending on the status of the material. Phone number is printed on library card.
4. Reserves for materials will only be held for one week after the patron has been notified that the material is available.
5. There will be **no** circulation of library materials or equipment to patrons with fines in excess of five dollars (\$5.00), or with an excess of overdue materials, unless payment arrangements have been made with the Library Supervisor or Director, and posted in the patron's record. We will no longer accept the patron's word for it that arrangements were made previously.

C. Overdue Materials Policy:

1. Overdue notices shall be processed and sent out weekly. Library privileges will be suspended for any patron with a delinquent status who has not made payment arrangements.
2. Patrons may not check out additional items, including Library equipment, until overdue items are returned, rechecked, or payment arrangements have been made. Payment arrangements may be made at the Library Director's and/or Library Supervisor's discretion.

D. Fines and Replacement Information:

1. Overdue materials will be charged fines as follows (per item):
Books - Regular 3-week checkout @ \$.10/day, with a 2-day grace period
Books - New releases @ \$.25/day, with a 2-day grace period

Interlibrary Loan Items @ \$.25/day, with a 2-day grace period
DVDs @ \$.25/day, with **no** grace period
Audiocassettes, CD-Books and Music CDs @ \$.10/day, with **no** grace period
The maximum fine shall be five dollars (\$5.00) per item.

2. Patrons shall replace any book lost, destroyed or mutilated before circulation privileges are reinstated. See the section titled “**Reimbursement Policy**”, which will be reviewed periodically by the Library Director and the Library Supervisor.

E. Internet Access:

Access to the Internet is described in the section titled “**Library Internet/Computer/Wireless Use Policy**”.

F. Camera, Video, Audio-Taping, or Other Recording Device Use:

We respect our patron’s right to privacy, therefore, no use of cameras, camera-phones, video or audio-taping equipment, or other recording device is allowed in the Library without the express permission of the Library Director.

G. Library Meeting Rooms:

Library meeting rooms are for meetings or programs of an educational, philanthropic, cultural, recreational or civic nature, and for other functions which, in the judgment of the City of Willcox or the Library Director, will benefit the residents of the community. Specific requirements concerning their use are contained in the section titled “**Elsie S. Hogan Community Library Meeting Room Policy**”.

- H. Smoking:** Smoking is not permitted anywhere on these premises.

IV. ELSIE S. HOGAN COMMUNITY LIBRARY REIMBURSEMENT POLICY

- A.** The policy of Elsie S. Hogan Community Library is to ask patrons who damage or lose library materials to reimburse the library for those materials. Staff makes every reasonable effort to secure such reimbursement for library materials and for inter-library loan materials, by notifying patrons of overdue books and billing for any outstanding charges before privileges are suspended.
- B.** This reimbursement policy allows staff to collect immediately for lost and damaged items. All cataloged items will be reimbursed at the price indicated on the item record, according to material code. In most instances, this will be the actual price of the book or materials, plus a \$3.00 processing fee per item.
- C.** For specialized materials such as audio/cassette tapes, DVDs, CDs, reference books, old or rare books, or any other materials which do not fit easily into one of the material codes, a default price from the computer policy file will be used. Staff is allowed to use their own judgment in making exceptions for unusual materials or circumstances.
- D.** Checks should be made payable to either the City of Willcox, or to the Cochise County Library District, depending on ownership of the item.

V. AUTHORITY AND RESPONSIBILITY FOR THE MAINTENANCE OF LIBRARY COLLECTIONS

- A.** It is a function of librarians to select and to discard library materials and to advise on their use. They are fitted for this task through training and experience; however, they must of necessity work within limitations of space and budget. Although they try to inform themselves as well as possible, they must work within their limitation of knowledge. Selection and withdrawal processes are therefore cooperative, and we welcome advice and suggestions from members of the community, the Public Library Advisory Committee, or authorities in various fields. Librarians however, are responsible for judging the needs of their collections and their communities, and they must make the final choices.
- B.** Responsibility for book selection and book discarding for the Elsie S. Hogan Community Library rests with the Library Director and/or Library Supervisor, who operate within the framework of the policies and procedures developed by the Public Library Advisory Committee and Cochise County Library District.

VI. WITHDRAWAL AND WEEDING OF MATERIALS FROM LIBRARY COLLECTIONS

Materials are regularly discarded from library collections. They are withdrawn because they are out-of-date, so badly worn or damaged that they cannot be bound or mended, because it is cheaper to replace them, or because they are once-popular materials that are no longer used. Space, the cost of replacement, and the condition of the collection are factors in these decisions. Withdrawn books are donated to the Friends of the Library, whose proceeds are all directly or indirectly returned to the library.

VII. GIFTS

Gifts of books, monetary gifts, and other materials are accepted with the understanding that they may be used or disposed of according to policy. The Public Library Advisory Committee recommends that all donations be given through the Friends of the Library. New titles acquired in this manner are subject to the basic standards of selection. Replacement and duplicate copies are added to the collection if needed. The cost of processing and the availability of shelving space are also factors in determining acceptance of gifts. The library does not provide evaluations of gifts for tax deductions or other purposes.

VIII. LIBRARY RIGHTS

- A.** The Elsie S. Hogan Community Library subscribes to the Library Bill of Rights developed by the American Library Association as follows:
 - 1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
 - 2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
 - 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with restricting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

B. Controversial Materials:

Intellectual freedom is the right of citizens in a democratic society to seek any information they want, without interference from the government or other citizens. Public libraries and library staff support the concept of intellectual freedom, which means that they try to stock a wide variety of materials, representing many different viewpoints, reflecting the diversity of the community. Some of these materials may be offensive to individuals or groups because of what they consider to be profanity or obscenity, or they might object to the social, economic and political ideas, religious viewpoints, the background of the author, the kinds of information provided, or for other reasons. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library. We do believe it is essential to provide such materials if the American ideal of freedom is to be retained.

C. Age:

American public libraries flourish out of a commitment to the principle that knowledge and access to information empower the individual. Libraries embody the firm belief that information must not be the exclusive province of a privileged few and that it should be widely and freely available to all. Each individual may choose what he/she wishes to read or view, but may not control what others read or view. Responsibility for the choices that children make rests solely with their parents or legal guardians. Librarians do not legally act "in loco parentis" (in the place of parents) as teachers do. Library staff and volunteers make reasonable efforts to assist users of all ages who are in search of information or learning how to use computers. While it is fine for a librarian to help a child find age-appropriate materials and suggest alternatives for a child who has randomly chosen a book that may be too "adult", the librarian shall not forbid a child to check out a given book because the librarian disapproves of the book. Even in a small community, some parents are very restrictive, and other parents are very permissive. The parent of the child should make final decisions about what their child is allowed to read. As with other library materials, it is the responsibility of the parents/guardians, not the library, to restrict their children's access to on-line materials that are harmful to minors as defined in ARS Section 13-3501 (1). Parents should accompany young children to the library, and establish rules and expectations for older children that are in accordance with family values.

IX. LABELING AND COMPLAINTS

- A. It is sometimes suggested that a label be affixed to library materials indicating a political or social point of view or indicating that an item is questionable or controversial. Such labeling suggests that Americans are incapable of making up their own minds about controversial

subjects, and this practice is contrary to the American idea of the free market place of ideas. We do not subscribe to this practice.

- B. In order to deal with objections to any item in the library a policy and procedure has to be established. No item is to be removed or restricted because of a complaint except in accordance with this policy and procedure.
- C. All book complaints must be filed in writing with the Library Director, who will then immediately notify the appropriate supervisory personnel and the Public Library Advisory Committee members. Complaints must be signed by the complaining party and will be placed on the agenda for the next regularly scheduled Public Library Advisory Committee meeting. Public Library Advisory Committee members will then have one month in which to review the complaint and the book. A special meeting will then be set to determine the library action on the complaint. All Public Library Advisory Committee members and the complaining party will be notified at least three days in advance of such meeting. The Public Library Advisory Committee's decision is final.

X. MATERIAL SELECTION POLICY

- A. The Elsie S. Hogan Community Library, as part of its material selection policy, subscribes to the following statements published by the American Library Association:
 - 1. Freedom to View
 - 2. Free Access to Libraries for Minors
 - 3. Freedom to Read Statement

XI. MATERIAL SELECTION GUIDELINES

A. Standard Bibliographies:

- 1. Library Journal
- 2. School Library Journal
- 3. Publisher's Weekly
- 4. Baker and Taylor; Ingram catalogs

B. Review Media:

- 1. Newspapers
- 2. Special reviews
- 3. New York Times Book Review

C. General factors for selection and rejection:

- 1. Literary quality
- 2. Cost
- 3. Balance of collection/need for subject representation in collection
- 4. Availability of material elsewhere in the community
- 5. Accessibility through ILL and/or cooperative ventures
- 6. Background of library patrons

7. Ethnic background of area served
8. Consideration of popular demand

XII. LIBRARY STANDARDS OF ACCEPTABLE BEHAVIOR:

ELSIE S. HOGAN COMMUNITY LIBRARY, A MEMBER CITY LIBRARY OF THE COCHISE COUNTY LIBRARY DISTRICT

Elsie S. Hogan Community Library is funded by the City of Willcox and Cochise County. The library, through its staff, desires to maintain its facility in a clean, pleasant and safe manner. The library is to be used as a place to read, choose books and other library materials, use computers and the photocopy machine, attend library programs, and request information from library staff.

Occasionally, a library visitor engages in behavior that is unacceptable or dangerous to themselves, other patrons, library staff, or volunteers. Unacceptable behavior is defined as any behavior that constitutes a crime, impinges on the rights of others, could result in injury to oneself or others, or could result in damage to or loss of library property. The following listed behaviors are considered by the library to constitute unacceptable behavior. It is the policy of the library to ask people to modify unacceptable behavior or to leave the library premises. In the case of a suspected criminal offense, or refusal to modify unacceptable behavior, the Willcox Department of Public Safety will be contacted.

Criminal behaviors include, but are not limited to the following:

- Theft
- Vandalism to library property (including facilities, equipment or materials)
- Entering the library with any instrument that may be used as a weapon (a weapon is defined as anything that can be used to cause injury and includes, but is not limited to, guns, knives, explosive devices, clubs, or caustic chemicals)
- Physical or verbal fighting (this behavior may be considered to constitute assault or disorderly conduct depending on the severity)
- Use of library computers or Internet in any way that violates Willcox City Ordinances, Arizona or Federal laws
- Exhibitionism or flashing of a sexual nature
- Gambling

Other unacceptable behaviors include, but are not limited to the following:

- Using offensive or abusive language, violent or seriously disrupting behavior, or making unreasonable noise
- Consuming food or drink by library patrons is generally not permitted, except in specific designated areas
- Intoxication of any kind
- Use of tobacco products of any kind
- Use of radios, tape or CD players, or other noise-emitting electronic devices without the use of headphones
- Leaving children younger than seven at the library without appropriate supervision (appropriate supervision means controlling any behavior by young children that could disrupt other library patrons or staff)

- Disciplining children in the library in a manner that injures the child or disrupts others
- Use of cell phones, including camera phones, except in specifically designated areas
- Soliciting for any purpose

XIII. ARIZONA RESOURCE ACCESS AND ATTAINMENT POLICY (AzRAP)

- A.** The Elsie S. Hogan Community Library is committed to working with all public, private, academic, school, special and tribal libraries to help all Cochise County residents find the information they need and want, and to attain that material.
- B.** To assure that result, and in return for access to the Worldwide Cataloging System (WorldCat), unlimited Inter-Library Loan (ILL) fees paid, and batch loading as needed, the Elsie S. Hogan Community Library **will**:
1. Support the Statewide database project that provides a broad range of topics available to all residents, and to all public and K-12 public and charter school libraries, and if called upon, share costs, **if or when** necessary, with the Cochise County Library District.
 2. Support pilot projects allowing this library to test new technologies to meet patrons' needs, such as e-readers, and alternative means, such as purchase-on-demand.
 3. Support training for library staff members on Reference Services, including helping patrons find materials through virtual services.
 4. Work with patrons, at no charge, to locate materials.
 5. Provide specific information on attaining material. The library will offer several options to attain material, including: patron purchase of low-cost materials, such as print-on-demand; library (district) purchase of materials; database and web sources; and inter-library loan.
 6. When materials can **only** be attained for a reasonable **cost** through inter-library loan, the library will offer to secure the materials, with the patron covering the postage costs (capped at \$6 per item), and any fees charged by the lending library. No other fees or charges will be passed on to the patron.
 7. Provide materials to other Arizona public, regent, or community college libraries at no charge (fee).
 8. Provide the Arizona State Library, Archives and Public Records (ASLAPR) with an electronic copy of this policy each time it is updated.
- C.** The Elsie S. Hogan Community Library **will** maintain constant compliance with this policy in order to apply for and receive future Library Services and Technology Act (LSTA) and State Grants-In-Aid (SGIA) Grants.

XIV. ELSIE S. HOGAN COMMUNITY LIBRARY MEETING ROOM POLICY

A. Purpose

The Library Meeting Rooms are for meetings or programs of an educational, philanthropic, cultural, recreational or civic nature, and for other functions, which, in the judgment of the City of Willcox and the Library Director, will benefit the residents of the community.

B. Statement of Policy/Principles

1. Use of a Library meeting room for City of Willcox, Library, Library-affiliated or Library-sponsored/co-sponsored meetings or programs shall have priority over **all** other requests. Thereafter, requests are considered in the following order:
 - a. Federal, State, County, City and Town governments and their committees/agencies.
 - b. All other users on a first come, first served basis.
2. The Library reserves the right to relocate or cancel a booking of a Library meeting room, for either City of Willcox business or a Library program, with a 24-hour notice.
3. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library.
4. The use of the name, address or telephone number of the Elsie S. Hogan Community Library as the address for any group using the Library for meeting purposes is prohibited.

C. Guidelines

1. All requests to use the meeting rooms must be made in advance by a Willcox resident who takes responsibility for the group's compliance with this policy and for protection of all Library property in connection with the meeting.
2. Local non-profit organizations and associations may use a Library meeting room free of charge during Library hours. They must allow the general public access to their meeting, and may not charge admission fees.
3. For-profit groups and businesses may use a Library meeting room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales.
4. No group may transfer use of a Library meeting room to another group.
5. All fees are due upon submission of the application form.

D. Fee Schedule:

	Non-Profits/Associations	For-Profit/Private Use
Use During Library Hours	No Charge	\$35.00
Use Before/After Library Hours + Key Deposit (refundable)	\$25.00 + \$100.00	\$50.00 + \$100.00
Equipment Charge (Reserved in Advance)	No Charge	\$15.00
Food Service Cart Charge (During Library Hours Only)	No Charge	\$15.00
Coffee Maker (ea)	\$2.50	\$5.00
Iced Tea Maker	\$2.50	\$5.00
Microwave	\$2.50	\$5.00
Popcorn Machine	\$5.00	\$10.00
Toaster	\$2.50	\$5.00

E. Meeting Time and Days:

1. Normal Library Hours are as follows: **Monday, Tuesday, Wednesday, 10 – 6; Thursday, 10 – 7; Friday, 9 – 5; Saturday, 9 – 2; Closed Sundays and Holidays.**
2. Meetings must begin within 15 minutes of our scheduled closing time or an After Library Hours charge will apply. Those starting before 8 AM incur a Before Library Hours charge.
3. The Meeting Rooms will **not be available on Sundays and Holidays.**

F. Application Form and Procedure:

1. Reservations are made with the Director of the Library by submission and approval of the Meeting Room Application Form.
2. The person signing the Application Form must be over 18 years of age and in attendance when the Meeting Room is in use. That person shall be responsible for the conduct of their group, payment of fees and for protection of library property in connection with the meeting.
3. Reservations must be made at least seven days prior to the meeting date, in order to allow sufficient time to process the application and to notify the contact person. Applications may be accepted up to 6 months in advance.
4. Any fees are due with the Meeting Room Application.
5. The applicant will be contacted by the Library Director or his/her agent if use of the room is not approved.
6. Cancellation of reservations for meetings is required 10 days in advance for the return of any fees.

G. User Responsibilities:

1. Chairs and tables will be provided, but must be set up by each group. Groups are responsible for returning furniture and equipment to the configuration in which the room was found.
2. Groups and/or individuals using the Meeting Rooms on Fridays and Saturdays must be responsible for disposal of trash on a carry-in/carry-out basis.
3. Groups are responsible for cleaning up after themselves, and for any damage resulting from their use.
4. Lights and equipment must be turned off.
5. Use of the Meeting Rooms when the library is closed requires a meeting with someone on the Library Staff to obtain a key and review alarm procedures.
6. The Kitchen must be cleaned and returned to the condition in which it was found.
7. Smoking is not permitted anywhere on these premises.
8. Failure to abide by any of these rules for meeting room use may be justification for denying the group further use of meeting room.

CITY OF WILLCOX
ELSIE S. HOGAN COMMUNITY LIBRARY
 100 North Curtis Avenue
 Willcox, AZ 85643
 Tel.: (520) 766-4250
 Fax: (520) 384-0126

FOR OFFICE USE ONLY:				
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	_____ Initials		
Meeting Room - A B C D E				
Fee charged: _____		Equip. charged: _____		
Paid: \$ _____		Key Deposit: \$ _____		

APPLICATION FOR USE OF PUBLIC LIBRARY MEETING ROOM

Please complete this application and return it to: Director, Elsie S. Hogan Community Library, 100 North Curtis Ave, Willcox, AZ 85643-2150. Phone: (520) 766-4250; Fax: (520) 384-0126.

If the application is incomplete or illegible, it will be returned to you unapproved.

If you already made a tentative telephone reservation and you wish to hold it, you must submit this application on or before _____.

Date(s) of your meeting?

--	--	--	--	--	--

What time would you like the room open? _____

What time does your meeting start? _____ What time does it end? _____

Name of your organization? _____

Organization is: Non-Profit Association For-Profit Private Use Government

Purpose of your meeting? _____

Estimated attendance. _____ (Maximum capacity for largest meeting room is 45)

Number of chairs needed _____ Number of tables needed _____

Equipment requested _____

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of a Library meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any **injury** to persons, **damage** to Library facilities or Library or personal property, or **loss** of Library or personal property that may result from this use. Elsie S. Hogan Community Library will not be held responsible for any materials, equipment, or personal belongings left in the building.

Date of application _____ Signature of applicant _____ Print Name _____

Email: _____
 Contact person _____ Phone _____
 Address _____ City _____ State _____

XV. ARIZONA ADDRESS CONFIDENTIALITY PROGRAM (ACP)

All persons enrolled in this Program by the AZ Secretary of State's office, upon displaying proper documentation to a Library staff member, will be issued a Temporary Patron ID card, with the ten dollar (\$10.00) fee waived. Any and all questions will be referred to either the Library Supervisor or Director.

XVI. LIBRARY INTERNET, WIRELESS & COMPUTER USE POLICY

In accordance with the mission of the Elsie S. Hogan Community Library, public access to the Internet is provided as an integral part of information services. As the Elsie S. Hogan Community Library is a gateway and guide to ideas, information and entertainment, the Library endeavors to develop collections, services and resources to fulfill this mission. In accordance with this mission, one such resource is public access to the Internet, whereby the Library provides free access for all cardholders in good standing, and free WI-FI for customers with their own laptops.

The Internet is a global entity with a highly diverse user population, and library customers use it at their own risk. Internet users should be aware that not all sources on the internet provide accurate, complete or current information. Provision of Internet service does not imply that the Elsie S. Hogan Community Library endorses or approves of any material accessed. **The Library assumes no responsibility for any direct, indirect, or consequential damages resulting from its connections to the Internet, nor can it guarantee privacy of any Internet sessions.**

Child Safety on the Internet

The Elsie S. Hogan Community Library provides Internet access on PCs which are filtered appropriately for youth, to comply with the federal Children's Internet Protection Act (CIPA), and adult areas of the Library. Even with filtering, some Internet sites that are inappropriate in a library setting may be displayed. Because the Library is a public place, Library staff has the authority to end an Internet session when such material displays, at which time a warning message is sent electronically to the user. The second violation of this policy may result in suspension of their computer use privilege for a period of time.

Parents or guardians, *not* the Library or its staff, are responsible for the Internet information selected and/or accessed by their children, and must grant formal permission for access in writing, through the "Authorization of Internet Access by Minors" form. Wireless Internet service is also filtered. Parents are encouraged to discuss the use of the Internet with their children in relation to family values and boundaries, and to monitor their children's use of the Internet. Because there is no age requirement for using PCs in certain areas, and because no filtering software is 100% effective, parents are advised that objectionable material could still be accessible. As a public institution, open to use by minors, the Library restricts access to certain materials as described in the Arizona Harmful to Minors Act, (ARS Title 34, Chapter 5, Sections 13-3501, 13-3506, 13-3507, and 13-3508). Violation of this law is a **Class 6 felony. ACCESS TO OBSCENE, PORNOGRAPHIC, OR SEXUALLY EXPLICIT MATERIALS TO POST, VIEW, READ OR PRINT IS STRICTLY FORBIDDEN.**

The Elsie S. Hogan Community Library reserves the right to suspend a customer's privilege to use the Internet due to illegal or unethical use of the Internet or for any other violation of policy or guidelines, and also to modify this policy and guidelines at any time.

Internet, Wireless and Computer Use Guidelines

The following guidelines have been established to maximize fair usage of the Elsie S. Hogan Community

Library computer resources:

1. All workstations are available for use via the automated reservation system or for wireless access login codes, at the front Circulation Desk. Access to computers in the Teen area is limited to young adults ages 13-17. Minors (age 17 and under) may not use the Internet without a proper authorization form on file, signed by their parent or legal guardian.
2. For Internet access using the automated reservation system, users need to be registered Elsie S. Hogan Community Library cardholders in good standing; for out-of-county/state users, a temporary Guest Card may be issued. Users shall not commit fraud by using another patron's library card, name, or identification.
3. Computers are available during normal hours of library operation. Time limits apply. Time limits are managed by Envisionware's PC Reservation module. Each location provides several computers with various initial time periods, from 30 minutes to 1 hr. These limits may be extended by the user in 30 minute increments, up to double the initial time period, if no one is waiting. The last sign-up is 45 minutes before closing and patrons will have only 30 minutes on the computer. The automated computer management system will shut down all public access computers at a designated time each day.
4. Customers may not use their own software programs on the library's computers. Customers may not download any files onto the hard drives of library computers. Downloads should be made directly onto their own USB flash drive. Headphones are required for sound, and are also available for purchase.

WARNING: Files downloaded from the Internet may contain a virus. When using the wireless service, customers should have virus checking software on their own computer to check downloaded files. The Elsie S. Hogan Community Library is not responsible for damage to a customer's disk or computer, or for any loss of data, damage, or liability that may occur from use of the library's computers or its connection to the Internet.

5. Library staff cannot provide in-depth training or troubleshooting concerning the Internet, wireless Internet access, or the customer's equipment.
6. Material may be printed at a cost of twenty-five cents (\$0.25) per page. Patrons will be charged for all pages printed. It is the responsibility of the patron to properly select pages to print. The automated print management system will give you prompts. Please ask for assistance if needed. The Library does not provide color printers. Regarding the wireless service, printers are not available for use with the customer's equipment. Documents that need to be printed should be saved to a CD or flash drive and printed from the library's equipment.

WHILE EXPLORING THE INTERNET, PLEASE REMEMBER:

Customers may not always be able to access all the sites they wish for various reasons: the host computer may be out of service or have changed its address, lines to the host computer may be congested, or the Library's connection may be temporarily down.

COMPUTER/INTERNET USER RESPONSIBILITIES:

1. Respect the privacy of other library customers during their computer sessions.
2. Illegal or unethical use of the Internet is prohibited. The Library cooperates fully with authorities wishing to prosecute criminals.
3. Sending lewd, threatening, or unsolicited e-mail/text messages is prohibited.
4. Damaging or altering computer hardware or software is illegal, and perpetrators will be prosecuted. Video surveillance cameras monitor the Library's computer areas 24/7.

5. Customers may not attempt to circumvent or compromise the security of any host, network, or account. This includes, but is not limited to, probing the security of other networks, logging into a server or account that the customer is not expressly authorized to access, or masquerading as another person in order to obtain access to their account.
6. The Library makes no guarantees about and is not responsible for the security of information transmitted and received during your wireless Internet session. Wireless signals can be intercepted and cables can be tapped. Only connections to secure web sites are encrypted.
7. While using library computers, customers are expected to abide by policies regarding food, drink, and behavior, as outlined in the Elsie S. Hogan Community Library General Policy.

XVII. LIBRARY INTERNET FILTERING POLICY

The Elsie S. Hogan Community Library provides access to the Internet via public access computers and wireless service. Access to the Internet is provided as an integral part of the Library's research, education, and information services, and the Library upholds and affirms the right of adults to have access to constitutionally-protected materials. All customers are expected to use the Internet in a manner consistent with these purposes and with respect and consideration of other library users.

The City supports the application of Internet filters in accordance with state and federal laws. Per ARS 34-502, the Elsie S. Hogan Community Library will provide Internet filters to both its wireless system as well as its public computers that prevent minors from gaining access to visual depictions of child pornography, material that is harmful to minors or obscene, and that prevent anyone from gaining access to visual depictions of child pornography or that are obscene.

The library is not responsible for policing access to the wireless internet system, as it is open to anyone with a wireless device, both inside and outside the facility.

Patrons may request that a website blocked by the Library's filters be unblocked by following the procedure as specified by the Library Director or Library Supervisor, provided said site(s) do not violate state or federal laws. The Director or Supervisor will develop and enforce these procedures, which will be posted in a conspicuous location within the library and may be viewed by the public at any time.

The Elsie S. Hogan Community Library cannot control the resources on the Internet even through the use of filtering software. No Internet filter is 100% effective. A filter may still allow information that is objectionable or potentially offensive to children to be accessed. The Director will develop a complaint procedure, and will periodically review the effectiveness of the filtering software with the City's Information Technology (I-T) provider.

In accordance with ARS 34-502, this policy will be reviewed by the Willcox Public Library Advisory Committee, on behalf of the Willcox City Council, at least bi-annually.

ELSIE S. HOGAN COMMUNITY LIBRARY INTERNET FILTERING FAQ

The Elsie S. Hogan Community Library values free and equal access to information, even when that information may be controversial, unorthodox or unacceptable to others. With its implementation of filtering software, the Elsie S. Hogan Community Library balances its commitment to customers' diverse interests and individual rights with the need to comply with federal and state laws intended to protect minors from content that could be harmful or obscene.

Why do Elsie S. Hogan Community Library computers have filtering software?

Arizona Revised Statutes 34-501 and 34-502 mandates Internet access be filtered for minors. It requires that public libraries that provide public access to the Internet "deploy and enforce a technology protection measure to prevent minors from gaining access to visual depictions that are child pornography, harmful to minors, or obscene." Additionally it requires libraries to "deploy and enforce a technology protection measure to prevent anyone from gaining access to visual depictions that are child pornography or obscene." (ARS 34-502)

What sites are filtered?

The filtering software blocks sites that depict child pornography ([ARS 13-3553](#)), material harmful to minors ([ARS 13-3501](#)), and obscene material (20 United States Code section 9101).

How does the Elsie S. Hogan Community Library's filtering software work?

The filtering software blocks sites that depict pornography, child pornography or obscenity.

Who decides which sites should be blocked?

The Library Director selects the categories of websites to block as defined by the vendor of the filtering software. Currently, the only categories selected are 'Adult Content,' 'Nudity', and 'Pornography.'

Will children be safer using filtered Internet access?

That is the goal. However, no filtering software is totally accurate, nor is it a substitute for parental judgment and oversight. The Elsie S. Hogan Community Library believes that the reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The Elsie S. Hogan Community Library does not intrude on that relationship, except when mandated by law.

Will objectionable material based on hate or violence be blocked?

No.

Will information on health and sexuality be blocked?

The filtering software is designed to block images and videos that depict pornography, child pornography or obscenity, not medical information or information on sexuality. However, there may be instances where information has been inappropriately blocked. If this happens, please complete the Request for Reconsideration of Access to a Web Site form. Elsie S. Hogan Community Library staff will evaluate the request and if deemed appropriate, will unblock the website. The customer will then be notified of the decision within five business days.

Does the Elsie S. Hogan Community Library filter social networking sites such as Facebook or blogs?

No.

How can customers request that a site be permanently unblocked?

Customers may complete and submit a Request for Reconsideration of Access to a Web Site form. Elsie S. Hogan Community Library staff will evaluate the request and if appropriate, will unblock the website. The customer will then be notified of the decision within five business days.

Can the filters be turned off?

The filter will be disabled only if the blocked site is appropriate for viewing in a public space and the site has been reviewed in compliance with our review process. The staff will evaluate the request and notify you within five business days.

Will the wireless Internet connection be filtered?

Yes. Filtering software is deployed for both wired and wireless Internet access.

REQUEST FOR RECONSIDERATION OF ACCESS TO A WEBSITE

Please use this form if you would like to request that the library unblock a website. Read the Elsie S. Hogan Community Library Internet Use Policy for more information, and the Filtering FAQ about Internet content filtering.

Name:
Your email address:
Phone number:
Web site address:
Reason for unblocking?
18 or older? <input type="checkbox"/> Under 18 <input type="checkbox"/>

Your request will be reviewed and you will be notified of a decision within 5 business days.

Proclamation

National Library Week

WHEREAS, libraries create potential and possibilities within their communities, campuses and schools; and

WHEREAS, librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls; and

WHEREAS, libraries and librarians bring together community members to enrich and shape the community and address local issues; and

WHEREAS, librarians are trained, tech-savvy professionals, providing technology training and access to downloadable content like e-books; and

WHEREAS, libraries and librarians open up a world of possibilities through innovative programing, workshops, job-seeking resources and the power of reading; and

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of members of their communities; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW THEREFORE, I Robert A. Irvin, Mayor of the City of Willcox, do hereby proclaim April 12-18, 2015 as NATIONAL LIBRARY WEEK. I encourage all residents to visit the library this week to take advantage of the wonderful library resources.

Dated this 2nd day of April, 2015

Mayor, Robert A. Irvin

Attest: _____

City Clerk, Virginia A. Mefford

"Mine, Yours, Ours"

Proclamation

National Volunteer Week

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, Volunteers can connect with the local community service opportunities through hundreds of community service organizations; and

WHEREAS, individuals and communities are at the center of social changes, discovering their power to make a difference; and

WHEREAS, during this week all over the nation, service projects will be performed and volunteers recognized for their commitments to service; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's social problems; and

WHEREAS, our country's volunteer force of more than 63 million is a great treasure; and

NOW THEREFORE, I Robert A. Irvin, Mayor of the City of Willcox, do hereby proclaim April 12-18, 2015 as NATIONAL VOLUNTEER WEEK. I encourage residents to volunteer. By volunteering and recognizing those who serve, we can come together to make a difference.

Dated this 2nd day of April, 2015

Mayor, Robert A. Irvin

Attest: _____
City Clerk, Virginia A. Mefford

"Mine, Yours, Ours"

Proclamation

Animal Control Officer Appreciation Week

WHEREAS, there are over 83 million dogs and 95 million cats living as household pets and companions in the United States; and

WHEREAS, some pet owners have not fulfilled their duties to their pets by allowing them to run loose and unsupervised or allowed indiscriminate breeding by not having their pets spayed or neutered, which causes a threat to public health and safety and contributes to pet overpopulation; and

WHEREAS, some pets are physically abused by their owners, whether directly or by negligence; and

WHEREAS, Animal Control Officers help both people and animals by returning lost pets to their owners, enforcing animal control laws, rescuing injured animals, educating the public, investigating reports of animal abuse, and hosting registration and vaccination clinics; and

WHEREAS, the Willcox Animal Shelter acts as a safe haven for lost, homeless, or abused animals each year, providing them with comfort and care; and

WHEREAS, Animal Control Officers help to find new homes for animals by matching them with good families or by working with animal rescue groups, sometimes coordinating transportation efforts with volunteers to help an animal travel thousands of miles across the country to its new "forever home"; and

WHEREAS, the National Animal Control Association has designated the second week of April each year as National Animal Control Officer Appreciation Week.

NOW THEREFORE, I Robert Irvin, Mayor of the City of Willcox, Cochise County, Arizona, now call upon all residents of the City of Willcox and upon all patriotic, civic, and educational organizations to observe the week of April 5-11, 2015 as ANIMAL CONTROL APPRECIATION WEEK.

In recognition of the Animal Control Officers, I encourage all citizens to join me in recognizing and expressing our sincere appreciation to the staff of the City of Willcox's Humane Division for the many dedicated and long hours of service that they perform in serving the Willcox Community, including its four legged citizens, every day of the year.

Dated this 2nd day of April, 2015

Mayor, Robert A. Irvin

Attest: _____

City Clerk Virginia A. Mefford

"Mine, Yours, Ours"

Proclamation

Public Safety Telecommunicators Week

WHEREAS, emergencies occur at any time, day or night, and on any day of the year that require the prompt response by law enforcement, fire, and emergency medical service that is critical to the protection of life and preservation of property; and

WHEREAS, the Public Safety Dispatchers are the first and most critical contact that person experiencing an emergency will have; and

WHEREAS, the law enforcement officers, firefighters, and emergency medical personnel in the Willcox area depend on the quality and timeliness of information from the Willcox Department of Public Safety's Communications division, requiring each Dispatcher to remain calm and continue to perform their duties during times of incredible stress; and

WHEREAS, the Public Safety Dispatchers provide the single vital link for our law enforcement officers, firefighters, and emergency medical personnel by monitoring their radio activity, providing them with information, and ensuring their safety and ability to perform their duties; and

WHEREAS, in addition to the emergency calls, the Willcox Department of Public Safety's Communications Division also serves the community by handling over 8,000 non-emergency calls for service to the public each year that are just as important to those people requesting assistance; and

WHEREAS, it has been resolved by the Senate and House of Representatives of the United States of America in Congress assembled, that the second week in April is designated as "National Public Safety Telecommunicators Week".

NOW THEREFORE, I Robert Irvin, Mayor of the City of Willcox, now call upon all citizens of the City of Willcox and upon all patriotic, civic, and educational organizations to observe the week of April 10-16, 2015 as PUBLIC SAFETY TELECOMMUNICATORS WEEK.

In recognition of the men and women of the Willcox Department of Public Safety's Communications Division, whose professionalism and selfless dedication to duty to keep Willcox safe, furthermore I, Robert A. Irvin, Mayor of the City of Willcox urge all citizens to recognize Public Safety Dispatchers and the sacrifices that they make every day to help better the quality of life enjoyed by the citizens who live here as well as the visitors who travel through our community.

Dated this 2nd day of April, 2015

Mayor, Robert A. Irvin

*Attest: _____
City Clerk, Virginia A. Mefford*

"Mine, Yours, Ours"

Proclamation

FAIR HOUSING MONTH

WHEREAS, the Civil Rights Act of 1968 (commonly known as the Federal Fair Housing Act) and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familiar status or national origin; and

WHEREAS, the 1968 and 1988 Federal Fair Housing Acts declare that it is a national policy to ensure equal opportunities in housing; and

WHEREAS, April has traditionally been designated as Fair Housing Month in United States.

NOW THEREFORE, I Robert A. Irvin do Proclaim April as fair Housing in City of Willcox and do hereby urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

Dated this 2nd day of April, 2015

Mayor, Robert A. Irvin

Attest: _____
City Clerk, Virginia A. Mefford

