



LIBRARY BOARD MEETING Mon., Dec. 12, 2011

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

PERSONNEL COMMITTEE REPORT

COMMUNICATIONS

OLD BUSINESS

Review of the Board Annual Calendar
Review of Contracts

NEW BUSINESS

Request to Hire
Merit Increases and Evaluation
Adoption of 2012 Budget
Certification of the Mill Levy

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Tuesday, January 31, 2012



LIBRARY BOARD MEETING MINUTES

Mon., Dec. 12, 2011

CALL TO ORDER: 5:30 P.M.

Trustees: David Vance, Kelly Hall, Bev Menke, Scott Wildman

Liaison: Matthew O'Neill, Town of Windsor

PUBLIC INPUT - None

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics
Reported by Director Kling

TREASURER'S REPORT-Deferred until January

COMMUNICATIONS – Reported by Director Kling

OLD BUSINESS

Review of the Board Annual Calendar – Presented by President Vance
Move Wildman, second Menke to approve. Unanimous.

Review of Contracts – Presented by Director Kling.
Discussion of renewal of contract with The Library Corporation.

NEW BUSINESS

Personnel Committee: Vice President Hall reported on need to replace two departing employees. Move Menke, second Vance to approve hiring of a Technical Services Assistant and a Head Outreach Librarian. Unanimous.

Merit Increases and Evaluation – Report by Vice President Hall on 360 Reviews for department heads and Merit Increase and Evaluation Framework for employees except substitutes and pages/shelvers.

Adoption of 2012 Budget – Move Wildman, second Hall to approve the 2012 Budget.
Unanimous

Certification of the Mill Levy
Move Wildman, Second Menke to Adopt the Resolution to Set Mill Levies
for the 2012 Budget Year. Unanimous

Move Wildman, second Hall to adopt the Resolution to Appropriate Sums of Money for the 2012 Budget Year. Unanimous.

UPCOMING AGENDA – Room Rental, ILL Policy, Merit Plan, Director’s Goals, Board Evaluation, Election of Board Officers and related January Meeting Requirements on Annual Calendar, review committees and membership.

APPROVAL OF MINUTES OF THE MEETING OF DECEMBER 12, 2010

Move Menke, second Hall to accept the minutes. Unanimous.

ADJOURN: Move Wildman, second Hall to adjourn. Unanimous

Next Meeting Tuesday, January 24, 2012



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, Jan. 24, 2012

Two late month changes to loan periods were made to the delight of both staff and patrons. Fast Track new books became the Lucky Day collection. The loan period is 14 days with no renewal and the titles are cannot be put on hold. When you find one on the shelf, it is your lucky day! By making this change, patrons have a non-holdable browsing collection which gives them something to look forward to when visiting the library.

The other change was to the video collection. The 3 day loan period was expanded to 7 days. We have added to the collection substantially and changing the loan period to seven days also keeps Windsor Severance Library and Bookmobile in sync.

December Highlights -

- Library was beautifully decorated by Ann Giesick.
- Public receptions to Meet the Director were held in the afternoon and evening on Dec. 8th. People complimented both the staff and the building and made a lot of comments about Buffalo and snow!
- The Budget was passed on Dec. 12^h and the mill levy paperwork was filed with Weld County on Dec. 15th.
- The Management Team visited the potential library space at the Colorado East Bank and Trust in Severance.
- December Newsletter was published by the staff.
- Erica Rose put in her last day's as the Outreach Services Manager.

Programming Highlights of the past few weeks:

- Tech Cafe classes continued to be a big hit with those receiving new e-readers.
- Bookmobile wowed the crowd at the Chamber holiday event. The free books were a big hit.
- Ann Lincoln delighted children and adults with her slapstick comedy routine.

Up Next:

- Staff Evaluations
- 360 Evaluations for Managers
- Setting Goals for 2012
- Dust Bowl Programming
- Oscar Night at the Library

Monthly Reports of the Managers

Adult Services: December 2011

STAFF

New Circulation staff are working out very well. The additional staff helps processes run more smoothly in Circulation.

Staff received performance evaluations during December and early January. Some staff will receive new job titles and revised job descriptions, as well as moving one person into different department.

All staff attended a Circulation meeting.

Staff held a Holiday party at the library; staff and Board members attended a dinner party at Vance's home.

"Community Meet & Greet the New Library Director" was held by the fireplace, refreshments were served.

COLLECTION

Weeding continues in non-fiction.

World Book online has been purchased and is available on the website research page.

Overdrive Advantage has been added to our E-Book offerings. Advantage is an E-Book collection offered only to our Library patrons and is not shared by the consortium. This collection offers primarily new and bestseller titles for adults and youth. Some cooking and DIY titles have also been purchased.

PROGRAMMING AND MISCELLANEOUS

Two Tech Café programs/58 attendees; additional sessions will be offered in the next several weeks, also sessions devoted to specific devices (Nook, Kindle, Ipad).

Newsletter was produced this month (paper copies and on website).

Youth Services: December 2011

In December, our various programs and library groups have brought an approx. total of 417 attendees through 31 programs. We offered 18 children's programs and saw 221 attendees; 9 tween/teen programs with 75 attendees; and 4 other program with 121 attendees.

- 18 volunteers contributed 60 hours of time.
- We added two new PAWs dogs, Summit and Kina, who will begin volunteering in January.
- The department met twice to review goals and projects from 2011 and to set new goals for 2012. Initial 2012 program select was also discussed.
- Heather and Andrea worked shifts on the Bookmobile.
- Youth staff were very proactive about assisting other departments during the last two weeks of December when no youth programming was offered. We weeded, packed boxes, performed processing tasks, cataloged games, etc.
- Youth Staff attended webinars and in-house nook and Xerox training.
- We offered two weeks of video gaming in the teen zone as the "Try It Before You Buy It" program. A lot of interest has piqued about our video games and gaming programs due to this.

Displays

Children's—Harry Potter LegoLand, Holiday, Read the Numbers, Dogs

Juvenile – Holidays in Other Lands, Cool Reads, Dragons

Young Adult – Cool Reads

Other – Holiday, Sensory shakers

Outreach Services – December, 2011

December was spent prepping for Erica's departure, wrapping up BoMo service for the semester, and squeezing in special holiday events. Stats for the month are quite good, particularly considering the break for the holidays.

Bookmobile:

- The BoMo completed “Fall Term” service on December 21, 2011.
- Bookmobile’s presence at Knowledge Bound Family event and the Winter Wonderland were very well attended and received.
 - The donation giveaway at these events was immensely popular.

General Outreach:

- School book clubs celebrated the semester’s end with pizza parties. Both the high school and middle school book clubs are well attended and running smoothly.
- A trial effort was made to run a book club across state lines using skype technology. Erica skyped with a class of NE students about Sherman Alexie’s *Mostly True Diary of a Part-time Indian*. The effort was incredibly successful and next semester we will incorporate a class from Severance Middle School.

Technical Services – December, 2011

The Technical Services Department continues to perform their behind-the-scene duties of keeping the library running, processing and organizing materials in all forms for community access.

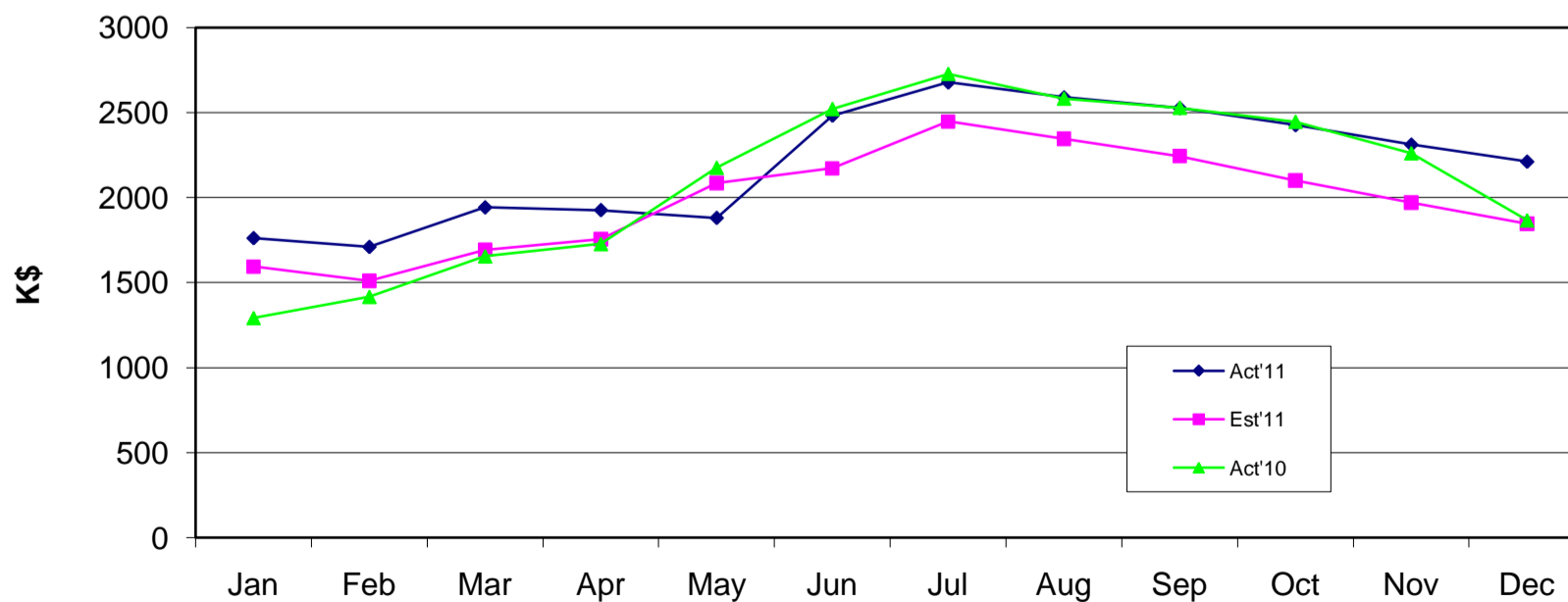
- Brad Vogler and Christina Hernandez, with staff assistance, taught two Tech Café classes. Because of overwhelming demand we will be offering more computer classes.
- Shari is developing two popular collections, music and movies, adding more than one-hundred pieces of music and close to two-hundred and fifty new movies.
- Hannah, with staff assistance, changed all movies to a seven day loan period with renewals. Also changed was the Fast Track collection to the Lucky Day Loan collection. This collection now allows patrons to have longer checkout periods and lowered fines.
- Hannah also created a new method of processing for video game check out so that we can provide better and easier access to this popular and growing collection.

Clearview Library Fund Balances

December 31, 2011

		Bank and Fund Statements			Balance Sheet
		November	Interest, Purch, Redemp, Checks	December	December
<u>Operating</u>					
First National Bank -General	0.00%	\$30,230	(\$1,845)	\$28,385	\$28,385
Bank of Colorado	0.00%	\$42,870	\$6,522	\$49,392	\$36,138
Colo Trust Prime 4003	0.05%	\$690,336	(\$111,191)	\$579,145	\$579,145
		\$763,437	(\$106,514)	\$656,923	\$643,669
<u>Debt Service</u>					
Colo Trust Prime 4002	0.05%	\$3,784	(\$3,784)	\$0	\$0
<u>General Reserve</u>					
Colorado East Bank CD	2.50%	\$230,660	\$0	\$230,660	\$230,660
Colotrast General Fund 4005	0.05%	\$500,404	\$20	\$500,423	\$500,423
		\$731,064	\$20	\$731,083	\$731,084
<u>Capital Reserve</u>					
Colo Trust Prime 4001	0.05%	\$250,564	\$10,169	\$260,733	\$260,733
<u>Long-Term Building</u>					
Farmers Bank Money Mkt	0.80%	\$227,629	\$155	\$227,784	\$227,784
Colo Trust Prime 4004	0.05%	\$334,270	\$13	\$334,283	\$334,283
		\$561,899	\$168	\$562,067	\$562,067
Total		\$2,310,747	(\$99,942)	\$2,210,805	\$2,197,552
<u>Weld County Tax Distribution for December deposited in January</u>					\$10,582

Cash On Hand



Clearview Library District

December 2011 Year-to-Date Results

<u>Operating Fund</u>	<u>December</u>	<u>Year-to-date</u>	<u>2011 Budget</u>	<u>Year-to-date as a % of Budget</u>
Revenue				
General proprty tax	\$213	\$1,585,420	\$1,567,416	101.1%
Specific ownership tax	\$10,329	\$103,750	\$112,000	92.6%
Other	<u>\$5,731</u>	<u>\$28,280</u>	<u>\$18,800</u>	<u>150.4%</u>
Total	\$16,274	\$1,717,450	\$1,698,216	101.1%
Expenditures				
Salaries	\$61,999	\$733,306	\$871,255	84.2%
Related expenses	\$14,641	\$148,532	\$164,073	90.5%
Materials/periodicals	\$16,382	\$103,105	\$129,000	79.9%
Software/tech support	\$3,094	\$54,292	\$65,000	83.5%
Operating supplies	\$4,095	\$31,424	\$55,000	57.1%
County treasurer's fee	\$4	\$23,399	\$25,625	91.3%
Electronic databases	\$2,751	\$30,888	\$25,000	123.6%
Public relations	\$730	\$21,373	\$20,000	106.9%
Programming	\$974	\$10,056	\$17,000	59.2%
Building costs	\$6,632	\$72,713	\$66,000	110.2%
Bookmobile costs	\$2,423	\$17,291	\$25,000	69.2%
Capital outlays	\$4,612	\$28,404	\$62,000	45.8%
Other	<u>\$5,587</u>	<u>\$102,733</u>	<u>\$57,638</u>	<u>178.2%</u>
Total	\$123,924	\$1,377,516	\$1,582,591	87.0%
Net	-\$107,650	\$339,934	\$115,625	
<u>Debt Service</u>				
Revenue	\$0	\$146,682	\$150,705	97.3%
Expenditures	<u>\$0</u>	<u>\$114,524</u>	<u>\$142,302</u>	80.5%
Net	\$0	\$32,158	\$8,403	
<u>Combined</u>				
Revenue	\$16,274	\$1,864,132	\$1,848,921	100.8%
Expenditures	<u>\$123,924</u>	<u>\$1,492,040</u>	<u>\$1,724,893</u>	86.5%
Net	-\$107,650	\$372,092	\$124,028	

Progress Towards 2011 Goals

December

	2009 <u>Actual</u>	2010 <u>Actual</u>	2011 <u>Goal</u>	2011 vs. <u>2010</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of 11 Goal</u>
					<u>2011</u>	<u>% vs '10</u>	<u>2011</u>	<u>% vs. 2010</u>	
Goal 1: Visibility and service									
Active card users	6,162	6,568	7,225	10%	NA	NA	6,570	0%	91%
% of population		30.5%	32.9%				30.0%		
Web site users	654	9,082	10,626	17%	NA	NA	NA	NA	
Web site hits	14,882	17,734	20,749	17%	NA	NA	NA	NA	
Patrons served (1)	126,367	169,522	183,135	10% (7%)	12,972	11%	186,244	9%	102%
WSL	126,367	164,547	NA		11,311	8%	164,964	0%	
Bookmobile	0	0	NA		1,018	25%	12,714	NA	
Outreach	0	4,975	NA		643	39%	8,566	72%	
Goal 2: Satisfaction and service									
Program attendance	4,127	10,252	10,765	5%	1,060	128%	15,117	54%	140%
% of population	23.6%	47.7%	49.1%				68.9%		
WSL Adult	956	1,519	NA		0	-100%	674	-56%	
WSL YA	331	374	NA		93	1450%	936	150%	
WSL Child	2,840	4,606	NA		324	100%	5,001	9%	
Outreach	NA	3,741	NA		643	39%	8,566	72%	
Goal 3: Circulation and data base									
Physical circulation	179,525	215,690	258,828	20%	17,893	21%	227,592	5%	88%
Phys circ per card user	29.1	32.8	35.8				34.6		
WSL Adult	96,072	104,946	NA		9,099	31%	104,157	-1%	
WSL Children	83,453	110,744	NA		6,660	-15%	105,361	-6%	
Bookmobile	NA	862			2,056	188%	16,828	NA	
Active virtual borrowers	247	774	890	15%	156	59%	1,307	93%	147%
% of active card users	4.0%	11.8%	12.3%				19.9%		
Virtual circulation	NA	NA	NA		499	NA	3774	NA	
% of physical circulation	NA	NA	NA		3%		2%		
Data base usage	NA	NA	NA		649	NA	7841	NA	

Goal 1: Increase visibility of the library and serve an increasing percentage of the population

Goal 2: Retain and improve a high level of user satisfaction with an emphasis on customer service

Goal 3: Achieve higher circulation with an increasing virtual share, and increase data base usage

Notes: (1) Data for 2010 were revised up in July 2011. 183,315 is the original goal for 2010. A 10% increase implies 188,874