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## **LIBRARY BOARD MEETING**

**Tuesday, October 25,**

**2011 5:30 p.m.**

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CALL TO ORDER

PUBLIC INPUT

MINUTES

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics  
Monthly Expenditures

TREASURER'S REPORT

COMMUNICATIONS

OLD BUSINESS

Library Director-Update  
Selection of New Trustee-Update  
Xerox Photocopier/Printer Proposal  
Publishing Board Minutes

NEW BUSINESS

Staffing Requests - New Hire(s)  
First Reading of Budget 2011  
Budget Public Hearing, Joint Meeting, November 10, 2011

7:00 p.m.

CONSENT AGENDA

UPCOMING AGENDA

ADJOURN, Next Meeting November 29, 2011 Regular Meeting



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## LIBRARY BOARD MEETING MINUTES

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Tuesday, October 25, 2011 5:30 pm

### CALL TO ORDER

President Vance called the meeting to order at 5:30 P.M. in the large conference room.

### IN ATTENDANCE:

Board Members: Dave Vance, President; Kelly Hall, Vice President; Scott Wildman, Treasurer; Bill Karr, Secretary

Jo Anne Hagen, Legal Counsel

Rick Klimek, Representative to Library Board from School Board  
Matthew O'Neill, Representative to Library Board from the Town of Windsor Board.

Staff: Diane Montgomery, Erica Rose

### PUBLIC INPUT

Carol Heinkel

Ashley Keesis-Wood, Windsor Beacon Reporter

### REVIEW OF AGENDA

Minutes will be taken simultaneously with the meeting and produced at the end of the meeting for approval and publishing the following day.

Minutes of September 27, 2011: Move Karr, second Wildman to approve Minutes as amended. Unanimous.

### DIRECTOR'S REPORT

Interim Director Montgomery discussed attendance of staff at CAL Conference, new library programs and increasing attendance at those programs.

Monthly Statistics – presentation of Progress Toward 2011 Goals by President Vance.

Monthly Expenditures – Treasurer Wildman reported on the Monthly Expenditures.

Monthly Reports and Director’s Report are available on the Library website.

#### TREASURER’S REPORT

Treasurer Wildman reported on fund balances reporting that expenditures are tracking favorably with projections. Debt Service Fund will be transferred to the General Fund before January 2012.

#### COMMUNICATIONS

Ms. Montgomery received notification that Library will be required to participate in government agency census Presented complimentary comment from Library patron.

#### OLD BUSINESS

Library Director–Update – New director, Ann Kling, has received her contract and found a place to live in the District.

Selection of New Trustees–Update – Town of Windsor has selected Don Thompson and Kristie Melendez to represent the Town Board and Doug Paterson to be the resident representative. Need now to specify that there is a second position for the Committee to consider.

Xerox Photocopier/Printer Proposal – Ms. Montgomery checked references of those who use the services of the local Xerox company. She recommended approval of the three year lease agreement with Xerox as previously presented. Move Karr, second Wildman to approve the Xerox contract at the lower cost option. Unanimous.

#### NEW BUSINESS

Staffing Requests –Recommendations of the Personnel Committee – on the Consent Agenda.

First Reading of Budget 2011 – presented by Treasurer Wildman, Diane Montgomery and Erica Rose.

Budget Public Hearing and Joint Meeting with Town Board and School Board, November 10, 2011 7:00 p.m. at the Windsor Severance Library Large Conference Room. Discussion ensued on the presentation and the particulars of the budgetary requirements, and possible modifications to be made to the

presentation to increase clarity and continuity of the budget requirements as compared to increased services and staffing. Discussion was also held on the mechanics and timing of the presentation itself.

The proposed 2012 Budget will be available on the Library website as of November 4, 2011.

Request by Interim Director to obtain access to the lock box by whatever method is needed. Move Hall, second Wildman to approve. Unanimous

#### CONSENT AGENDA

Three personnel recommendations from the Personnel Committee:

- (1) Hiring John Latham for Circulation Desk conditional upon pre-employment checks.
- (2) Adjust Kendra Miller's salary.
- (3) Hiring James Parker as Substitute Bookmobile Driver.  
Move Wildman, second Karr to approve the recommendations of the Personnel Committee. Unanimous.

Acceptance of financials

#### UPCOMING AGENDA

Special Library Board Meeting set for December 12, 2011 to Certify the Mill Levy for 2012.

Study of Inter-library Loan Program

Vendor contract review

Motion to adjourn (Hall), second (Wildman). Unanimous

ADJOURN

Next regular meeting November 29, 2011



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday November

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On Nov. 1<sup>st</sup>, I became Director of the Clearview Library District. It has been a whirlwind month, learning a new Library and its systems (Diane Montgomery and all the staff have been very helpful and very forgiving!), meeting people both in the Library and on the Bookmobile, attending meetings of the Library Foundation, Personnel Committee, Rotary Club, etc. I still have a lot to learn, but count it all joy!

Several exciting things transpired in November.

- Staff Training Day, "Delivering Excellent Customer Service" was held on Friday, Nov. 4<sup>th</sup>. Brad Vogler did a presentation for the staff on using Nooks, Kindles, and iPads with Overdrive e-books. Staff held departmental meetings and had departmental work time and attended a presentation by Kurtis Kelly, Estes Valley Library, on customer service. It was a productive day.
- One Click Digital is up and running. Patrons now have another option for e-audiobooks in addition to Overdrive.
- A new feature on the Library website is the Materials Request form. Patrons can now recommend a title for purchase online.
- Erica Rose and Scott Wildman were instrumental in preparing a budget presentation for the Town Board and School Board held on November 10<sup>th</sup>. The public was also invited.

Programming highlights of the past few weeks:

- Ann Giesick presented a very successful Cake Pops program. Food programs are definitely a draw!
- Children had fun performing surgery on gummy worms at Campfire Tales & Gummy Bear Surgery. Spellbinders told spooky tales.

Up Next:

- Tech Café -The public is invited to join us for a cup of coffee or tea and explore the Kindle, Nook or iPad on Saturday, Dec. 10<sup>th</sup> from 10 until noon and on Thursday, Dec. 15<sup>th</sup>, from 6:00-7:30.

- Public Reception for Director – Meet the Director, Thursday afternoon and evening, Dec. 8th
- December Newsletter
- BoMo at the Chamber of Commerce Holiday event, Saturday. Dec. 3<sup>rd</sup>.
- More DVDs and video games on the BoMo.
- Ann Lincoln's Kids Comedy Show on Dec. 3 at 10:00 am.
- Santa's Workshop on Dec. 10 from 10:00 am to 12:00 pm.
- Staff will be learning the rules of new board games in order to facilitate game playing at the library.

## Monthly Reports of the Managers

### Youth Services: October 2011

In October, our various programs and library groups have brought an approx. total of 436 attendees through 34 programs. We offered 23 children's programs and saw 288 attendees; 7 tween/teen programs with 47 attendees; and 4 other program with 101 attendees.

<b>Story Times</b>	<b>Number of Sessions</b>	<b>Number of Attendees</b>
Babies & Books	5	119
Wee Read	3	151
Saturday Storytime	1	8
Pajama Storytime	1	8
Musica Lingua – Spanish		
Storytime	1	32
Special Storytimes – Oktoberfest	1	9
<b>Total</b>	<b>8</b>	<b>270</b>
<b>Groups</b>		
Children's Book Club	0	0
Tween Book Club	0	0
Teen Creative Writing	4	6
IMPACT Meeting	1	2
<b>Total</b>	<b>5</b>	<b>8</b>
<b>Other</b>		
Paws for Reading	15	18
Homeschool Programs	1	10
Zentangle	2	39
Campfire Tales & Gummy Bear Surgery	1	42
Gaming Night	1	17

ABC Afterschool Field Trip

1

32

**Total**

**21**

**158**

## **Programs & Activities**

- Story time (Andrea):
  - Themes included: Transportation, Animals at Night, Nursery Rhymes, Bubbles Gum and Things that Pop, All About Me, Pajamas, and Halloween.
  - Town of Windsor Oktoberfest storytime theme: Carnivals Festival and Celebrations.
- Homeschool Program: Trees (Deb)
  - 10/12 @ 2:00 – 3:30 pm
  - Diana Selby of the Colorado Forest Service came to teach the homeschoolers about Trees. She gave a presentation about how trees grow, the life cycle of the Mountain Pine Beetle, and did an activity with the kids to demonstrate why thinning a forest helps trees to grow better. After her presentation she did a craft. I also offered a craft that was left over from summer reading that involved making pictures from leaves.
- Zentangle (Deb)
  - 10/19 and 10/20 @ 6:00 – 7:30 pm
  - Sue Clark presented two classes on the art of Zentangle. The participants were enthusiastic about the results of the projects they completed in the class and all of the Zentangle books we own were immediately checked out after the program.
- Campfire Tales & Gummy Bear Surgery
  - 10/28 @ 6:30 – 8:30 pm.
  - This program involved a magnet-making craft and “gummy bear surgery” and then storytelling from the group Spellbinders.

## **Projects & Goals**

- Continued shelf-reading project and weeding project of all youth collections.
- Ongoing evaluation of shelf-reading and shifting project (Hillary and Heather).
- Planned winter youth programming.
- Prepared November book order (Hillary and Heather).
- Prepared October publicity and website calendar updates (Heather).
- Prepared for November book clubs (Heather).
- Sorted book previews (Hillary, Heather, and Andrea).
- Prepared a Zentangle display (Deb).



- Planned American Girl Party (Heather and Deb).
- Promoted homeschool and PAWS programs (Deb).
- Prepared and trained volunteers on the use of the new online calendar (Deb).
- Created promotional materials for new storytimes (Andrea).
- Prepared storytime plans for 2012 (Andrea).
- Created Halloween booklist for newspaper (Andrea).
- Created an early literacy poster for the public restroom next to the changing table (Andrea).
- Created felt board stories (Andrea and Karen).
- Created a color logo for the storytime bags (Karen).
- Prepared a display and craft wishlist (Karen).
- Prepared for Saturday storytime and craft (Karen).
- Prepared for NaNoWriMo Kids (Hillary).
- Designed a storytime and craft for the ABC afterschool group (Hillary).

## **Staff & Development**

- Completed “Communication and Teamwork” course for the LSSC program (Heather).
- Attended Colorado Association of Libraries (CAL) annual conference (Hillary, Heather, Deb, Andrea).
- Attended Colorado Libraries for Early Literacy (CLEL) annual meeting. (Andrea & Karen).
- ALSC Quicklists Committee (Andrea).
- CLEL 12 professional development project (Andrea).
- Management meeting, 10/6 (Hillary).

**Outreach (Hillary):** Erica and I collaborated on the following:

- Held 2 WHS Bookaholics meetings at the highschool.
- Completed edits for book chapter.

**Volunteer Program (Deb):**

- 17 volunteers contributed 60.5 hours of time.
- Youth Services staff offered 1 training sessions for 3 volunteers: Library Page – Level 1 (2) and Library Docent (1).

## **Displays**

**Children’s**–Trick or Treat Books are Neat, Boo, Kitty Cats, Reptiles

**Juvenile** – Bats and More Bats, Read about Monsters, Let’s Get Graphic with Graphic Novels

**Young Adult** – Teen Read Week, Bedtime Stories

**Other** – “Cook up Some Horror,” Autumn Nature, Dress the Teddy Bear (sensory)

Monthly Report October 2011: Technical Services Department  
Clearview Library District  
Prepared by Shari Thompson  
Head of Technical Services

## Overview for the month

### Technology Related:

- ✓ New switches and firewall were installed. After the new switches were installed most of the Sam computers wouldn't print or bring up our login screen. Brad fixed this login issue and then worked with Sam and CNM to restore the printing
- ✓ Five Rackspace email accounts were added
- ✓ Shari began launching OneClickDigital
- ✓ Brad updated Flash on PACs
- ✓ Brad helped resolve printer issues at circulation desk and on Bookmobile
- ✓ Brad overwrote data and operating system on hard drives as in preparation to discard this old computer equipment. Brad made many attempt to have Recycle Access remove this equipment. They never returned our calls. Shari will continue to explore where we can send discarded computer equipment
- ✓ Brad created Prezi presentation for our first computer class on the Nook Color
- ✓ Brad helped two patrons on setting up their ipad for downloads
- ✓ Brad switched circ and reference computer as both circ computers have been dying. He installed need software on the reference computer so that it could be used as a circulation computer
- ✓ Bard resolved several printing and other issues for patrons
- ✓ Brad built a Prezi presentation for ipad class, and built a Prezi download presentation for his staff day presentation.

### Cataloging and collection organization:

- ✓ Shari and Hannah continue to trained Gama on cataloging various formats
- ✓ Hannah continues to trained Pam Lambert on the processing of various formats

### Website:

- ✓ Shari began work on the Material Purchase request form for our website

### Bookmobile and Outreach Services:

- ✓ Brad worked installing and troubleshooting various problems with hardware and software on the bookmobile

### Goodwill and Self-directed Teamwork:

- ✓ Pam Lambert and Shari assisted Bev with opening Amazon packages

- ✓ Pam Lambert assisted Bev with barcoding
- ✓ In Bev's absence, Shari and Hannah sort through and did initial processing on incoming materials
- ✓ Hannah assisted with bringing the bookmobile in and out of the garage

**Training:**

- ✓ Brad and Christina taught the first Nook class. The class was limited to eight attendees.

**Miscellanea:**

- ✓ Hannah, Gama, and Pam Lambert attended the 2012 Colorado Association of Libraries conference
- ✓ Shari attended the ribbon cutting ceremony for CoreCat. CoreCat is a data communication center that opened in Loveland. The business owner is Kevin Cox of Colorado Network Management
- ✓ Shari continued to contribute to budget planning for 2012

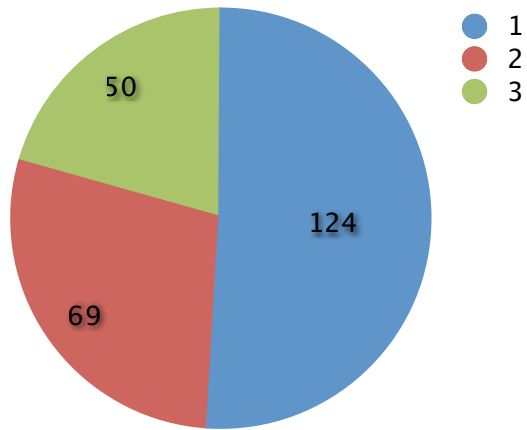
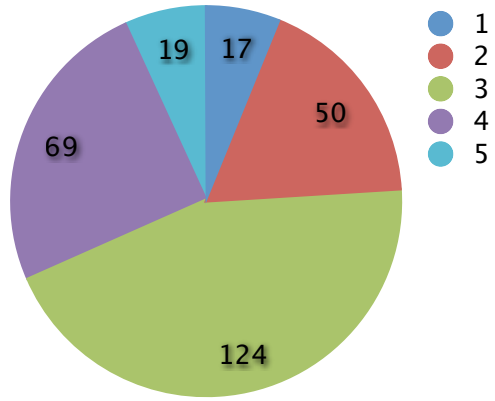
**MONTHLY REPORT  
OUTREACH DEPARTMENT  
OCTOBER, 2011**

**STATISTICS**

**Outreach Program Statistics**

<b>Date</b>	<b>Daycare Storytimes</b>	<b>#</b>
10/5/2011	Kids Haven (km)	30
10/7/2011	Windmill (cb)	21
10/12/2011	Kindercare	32
10/21/2011	Windmill (cb)	41
<b>Date</b>	<b>School Programs/Tours</b>	<b>#</b>
10/7/2011	WMS Book Club (cb)	27
10/12/2011	WHS Bookacholics (er)	8
10/26/2011	WHS Bookacholics (er)	14
10/28/2011	WMS Book Club (cb)	20
<b>Date</b>	<b>Adult Book Clubs/Drops</b>	<b>#</b>
10/5/2011	Good Sam Bk Club (km)	7
10/12/2011	Good Sam Reading (km)	1
10/17/2011	WHCC (cb)	11
<b>Date</b>	<b>Special Programs</b>	<b>#</b>
10/22/2011	Tigges Pumpkin Patch (er)	50
<b>Date</b>	<b>PR/Advocacy</b>	<b>#</b>
10/3/2011	Mtn w/Jen Maley -SMS (er)	1
10/17/2011	Severance Board Mtng Presentation (er)	15

<b>TOTAL</b>	<b>278</b>
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### **Bookmobile**

Circulation Activity –September, 2011	
<b>Circulation Transactions</b>	
Items Checked In	862
Items Checked Out	987
Items Renewed	238
In-House Use Transactions	0
<b>Hold Transactions</b>	
Holds Fulfilled	53

Holds Added	64
Holds Canceled	20
<u>Fine/Payment Transactions</u>	
Fines Waived	\$108.74
Fines Paid	\$73.13
<u>Borrower Maintenance</u>	
Added	14
Deleted	1
Updated	72
Borrower Maintenance	87

**Patrons on board: 883**

**Distinct Borrowers: 236**

**BoMo program numbers: 278**

**Outreach Work:**

In October we experienced a break from routine due to a week of in-service (due to Fall Break). October is also a heavy staff development month as employees head to conferences (CAL and ABOS). Things continue to go well for Outreach and the in-service week provided much needed time for Outreach Staff to work together on projects, planning, and bus maintenance.

Bookmobile:

- The BoMo was off service from October 14–21. This in-service was tied to the School District’s Fall Break and allowed Outreach staff time to restock and regroup.
- The Governor’s Farm stop continues to thrive and grow. In addition to standard Bookmobile services, Cari also has incorporated two door to door stops to homebound patrons in the neighborhood.
- Bus maintenance activities for the month are as follows:
  - Took bus to First class for service on generator and chassis engine
  - Check engine came on later in the month. Bruce is investigating.

- Noted corrosion at the corners of the battery compartment. Bruce is investigating. The corrosion has been treated and neutralized with baking soda and water flush.
- Discussions began about greatly expanding the BoMo's DVD collection. Staff is investigating shelving options. Once the contract with Midwest Book and Tape is in place, we will begin ordering.
- BoMo book order was placed.
- The BoMo stopped at Tigges Pumpkin Patch on 10/22. Staff made new friends and enjoyed reading stories about Pirates and Princesses to the crowd.
- James Parker joined the BoMo staff as the Substitute Outreach Driver. Jim's training began on October 27 and will continue into the month of November.

#### General Outreach:

- Kendra attended the ABOS/Outreach conference in Cleveland, Ohio. She had a wonderful experience and came back with a wealth of program ideas and logistical tips.
- Kendra attended the Nook/Overdrive Session at Clearview on 10/29.
- Cari and Erica attended CAL (October 14–16). Some meaningful information was gathered in regards to Outreach Partnership opportunities, though overall, they felt that the conference lacked energy and organization.
- Middle School book-clubs continue to go well. Discussion about whether or not to require parent permission slips from students took place.
- WHS Bookaholics (a successful collaboration between Youth Services and Outreach) is going well. We saw several new faces this month.
- Monthly Windsor Healthcare visits continue to go well. Time there includes visiting with residents and sharing books during the Center's Café Hour.
- Good Sam book clubs and reading continue to go well. This month's emphasis was on medieval England.
- Planning for the literacy/poetry/music event for all district 2–3<sup>rd</sup> graders in the spring of 2012 continues. Dates and cost has been confirmed – April 12<sup>th</sup>. \$1685.00

- Presentation to the Severance Town Board (October 17). Board members were very enthusiastic about the Bookmobile and very excited for expanding library service to Severance residents.
- Met with the personnel committee to request bringing Kendra Miller (Assistant Head of Outreach) up to minimum for her salary range. Board approved at monthly meeting.

#### Other

Met repeatedly with the Personnel Committee to gain approval for hiring James Parker as Substitute Outreach Driver.

Worked with the Board and Attorney to create a working document detailing the hiring procedure from start to finish. Stored on the Management Drive/Hiring Procedure

Worked with Interim Director, Department Heads, and the Board to put together the Budget Narrative, and the Budget Story Powerpoint Presentation.

Collaborated with Scott Wildman to present the "Budget Story" (dress rehearsal) at the October Board Meeting.

Adjusted Five-Year forecast numbers for the library board in light of having surpassed yearly goals for Outreach in September.

Created new goals and forecast numbers for Outreach (per David Vance's request) in light of the creation of another Outreach position in 2012.

Respectfully submitted,  
Erica Rose  
Head of Outreach Services

#### MONTHLY REPORT

Assistant Library Director

Encompasses: Adult Services, Circulation, Reference

#### STAFF

November 1 the new Director Ann Kling started. Staff were very happy to welcome her. I

assisted her with familiarity of Library procedures, staff, office area and other general orientation. Nathan Triz is doing exceptionally well in his new role as Assistant Head of Circulation. Activities such as scheduling, training and other Circulation processes are going much smoother. John Latham was hired for part time Circulation position and brings several years of Public Library experience. Pam Parish, Nathan and I are currently interviewing candidates for Circulation Substitute position and Shelver/Page. Management staff continued to work with Library Board on Budget 2012. Upcoming for staff: All library staff will be visiting the BOMO at one of their regular stops; training for E-Book downloads including various reader devices; December Staff Holiday Party and a party at David Vance's home;

#### COLLECTION

I will become increasingly involved with selection and customization of Overdrive. World Book online will be available to patrons in the next few weeks. One Click Digital so far, is operating smoothly

Brush Public Library on the eastern plains will take our deleted Adult Spanish Collection. Most of our Software Collection has been deleted or moved into other collections. Collections to be evaluated for de-selection are Colorado and Large Print. Standing order for Large Print with Gale is going well; we are receiving high demand, current materials. December 1, 2011 we will be officially beginning Standing Order with Baker and Taylor for high demand authors.

#### BUILDING/EQUIPMENT

The Library Board approved

#### MISCELLANEOUS

Holiday closures include: early closure November 23 at 5:00; closed November 24-25

#### UP NEXT

Tech café

Open house, meet the new boss

Quarterly Newsletter will be produced in December.

Several staff will be taking off additional days for the Holidays.

Training of new hires takes place in December.

Holiday Closures include: December 24-26; January 1.

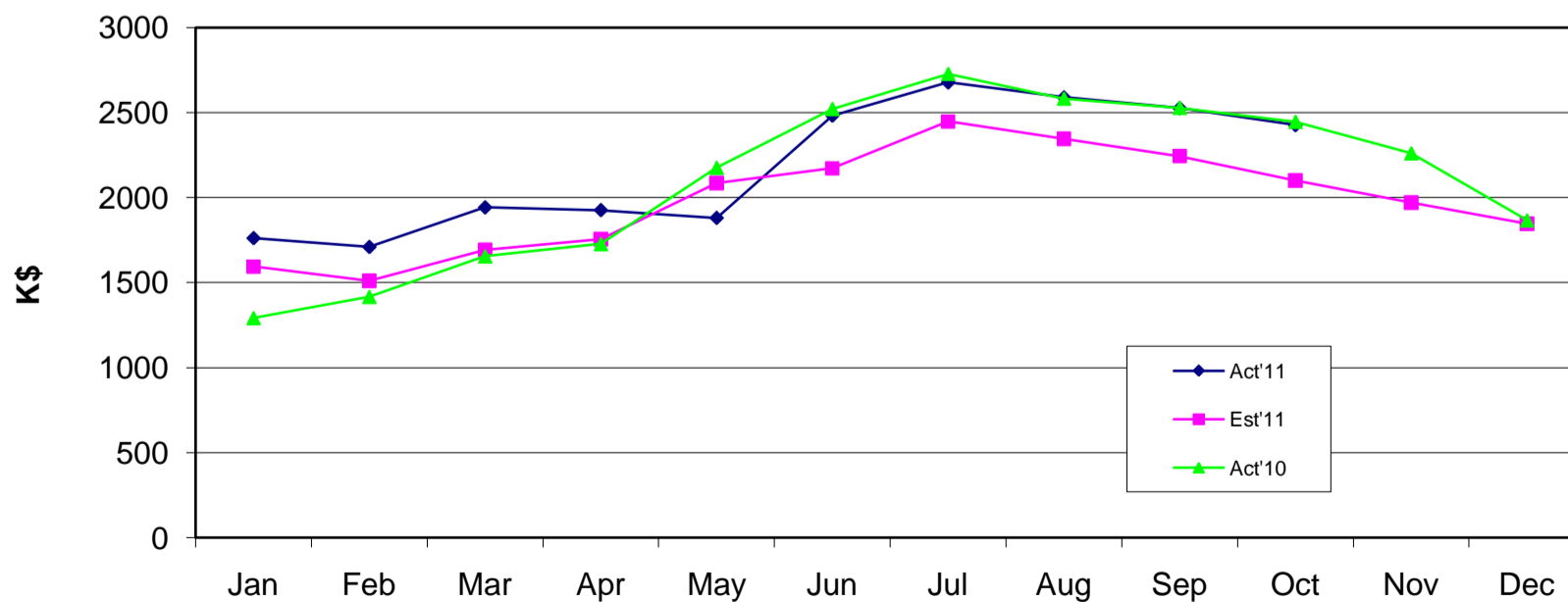


# Clearview Library Fund Balances

October 31, 2011

		Bank and Fund Statements			Balance Sheet
		September	Interest, Purch, Redemp, Checks	October	October
<u>Operating</u>					
First National Bank -General	0.00%	\$18,344	(\$6,914)	\$11,430	(\$13,217)
Bank of Colorado	0.00%	\$50,305	(\$11,622)	\$38,683	\$20,917
Colo Trust Prime 4003	0.14%	\$910,649	(\$81,527)	\$829,122	<u>\$829,122</u>
		<u>\$979,298</u>	<u>(\$100,063)</u>	<u>\$879,235</u>	<u>\$836,822</u>
<u>Debt Service</u>					
Colo Trust Prime 4002	0.08%	\$3,784	\$0	\$3,784	\$3,784
<u>General Reserve</u>					
Colorado East Bank CD	2.50%	\$230,660	\$0	\$230,660	\$230,660
Colostrust General Fund 4005	0.14%	<u>\$500,365</u>	<u>\$20</u>	<u>\$500,385</u>	<u>\$500,385</u>
		\$731,025	\$20	\$731,045	\$731,045
<u>Capital Reserve</u>					
Colo Trust Prime 4001	0.08%	\$250,545	\$9	\$250,554	\$250,554
<u>Long-Term Building</u>					
Farmers Bank Money Mkt	1.26%	\$227,335	\$144	\$227,479	\$227,479
Colo Trust Prime 4004	0.14%	<u>\$334,244</u>	<u>\$13</u>	<u>\$334,257</u>	<u>\$334,257</u>
		\$561,406	\$157	\$561,736	\$561,736
<b>Total</b>		<u>\$2,526,058</u>	<u>(\$99,877)</u>	<u>\$2,426,354</u>	<u>\$2,383,942</u>
<u>Weld County Tax Distribution for October deposited in November</u>					<u>\$51,185</u>

## Cash On Hand





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## LIBRARY BOARD PERSONNEL COMMITTEE MEETING

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Monday, Oct 10, 2011 4:00 – 5:30 pm

### AGENDA ITEMS

- Review Salary Schedule for Compression
- Review Credit Card Policy
- Review Purchasing Policy
- Review and Update of Trustee Selection Process
- Review Outreach New Hire Proposal
- Consider Additional Shelver Position
- Review Contract for New Library Director
- Review Plans for Manager Evaluations

# Clearview Library District

## October 2011 Year-to-Date Results

<u>Operating Fund</u>	<u>October</u>	<u>Year-to-date</u>	<u>2011 Budget</u>	<u>Year-to-date as a % of Budget</u>
Revenue				
General property tax	\$41,839	\$1,568,231	\$1,567,416	100.1%
Specific ownership tax	\$9,847	\$95,767	\$112,000	85.5%
Other	<u>\$2,613</u>	<u>\$24,942</u>	<u>\$18,800</u>	<u>132.7%</u>
Total	\$54,299	\$1,688,940	\$1,698,216	99.5%
Expenditures				
Salaries	\$71,734	\$608,602	\$871,255	69.9%
Related expenses	\$20,097	\$118,305	\$164,073	72.1%
Materials/periodicals	\$13,290	\$74,697	\$129,000	57.9%
Software/tech support	\$7,229	\$46,891	\$65,000	72.1%
Operating supplies	\$3,250	\$26,235	\$55,000	47.7%
County treasurer's fee	\$630	\$23,394	\$25,625	91.3%
Electronic databases	\$5,341	\$28,137	\$25,000	112.5%
Public relations	\$5,671	\$20,643	\$20,000	103.2%
Programming	\$760	\$8,116	\$17,000	47.7%
Building costs	\$6,755	\$61,805	\$66,000	93.6%
Bookmobile costs	\$898	\$12,584	\$25,000	50.3%
Capital outlays	\$2,855	\$22,111	\$62,000	35.7%
Other	<u>\$12,648</u>	<u>\$74,277</u>	<u>\$57,638</u>	<u>128.9%</u>
Total	\$151,158	\$1,125,797	\$1,582,591	71.1%
Net	-\$96,859	\$563,143	\$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	\$54,299	\$1,835,622	\$1,848,921	99.3%
Expenditures	<u>\$151,158</u>	<u>\$1,240,321</u>	<u>\$1,724,893</u>	71.9%
Net	-\$96,859	\$595,301	\$124,028	



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**LIBRARY BOARD MEETING**  
**OCTOBER 24, 2011**

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**MONDAY**

## **CLEARVIEW LIBRARY DISTRICT**

### **PERSONNEL COMMITTEE MEETING**

**WINDSOR-SEVERANCE LIBRARY**  
**720 3<sup>RD</sup> STREET WINDSOR, CO**

**MONDAY OCTOBER 24, 2011 4:00-5:30 P.M.**

### **AGENDA:**

DISCUSS HIRING OF CIRCULATION STAFF  
DISCUSS SALARY STUDY  
REVIEW HUMAN RESOURCES/EMPLOYEE MANUAL  
REVIEW PURCHASING POLICY