

# **Clearview Library Board of Trustees – Personnel Committee Meeting**

**Tues., April 10<sup>th</sup>, 4:30 pm**

**Windsor-Severance Library**

## **Agenda**

- 1. Permission to Fill Vacancies**
- 2. Other**



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## LIBRARY BOARD MEETING Tuesday, Apr. 24<sup>th</sup>, 2012 - Agenda

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CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

OLD BUSINESS

Update on Art Show  
Location of Drop Boxes  
Annual Report Revision to the Statistics  
Strategic Planning – Update and Input

NEW BUSINESS

Request to Hire – Outreach Manager, Library Assistant – Acquisitions, 2 Circulation Assistants  
Annual Review of the By-laws  
First reading of Bylaw revision to create standing Personnel Committee that can approve personnel actions  
Sunday hours in the Summer – Director's Recommendation

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting May 29, 2012



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, May 29, 2012

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### **April Highlights -**

The Art Show, Creative Endeavors, closed on Tuesday evening, April 10<sup>th</sup>. Artists and the people who purchased their art in the silent auction shared a buffet provided by the artists with other members of the community. Live music was provided by Nathan Triz.

The Library began its strategic planning process. Consultant, June Garcia, met with staff and trustees on Thursday morning, April, 12<sup>th</sup>. The first meeting of the Community Strategic Planning Committee, made up of 16 members of the community representing different populations, met for a full day meeting on Friday, April 13<sup>th</sup>. The Committee selected 9 preliminary service responses for further consideration at the May 11<sup>th</sup> meeting. The responses were reviewed and commented on by the Staff and the Board.

The Library Foundation held its Spring Book Sale in the large meeting room from April 19<sup>th</sup> through the 29<sup>th</sup>. There were over 300 boxes of books that needed to be unboxed for the sale. Thanks to the volunteers who helped get everything organized and who did an amazing job of clearing the room on Sunday the 29<sup>th</sup> in time for Monday morning programs!

Patron initiated interlibrary loan began in April thanks to the initiative of Library Assistant, Ann Giesick who was totally sold on it when she saw it demonstrated at an interlibrary loan meeting. Patrons can now place their interlibrary loan requests by themselves through a link on our website.

### **Programming Highlights in April:**

Fracking - 84 people attended an informational program on April 4.

Sand Between My Toes - 1000 children were treated to a concert as part of a collaborative project between the schools, the town and the library.

One Book Colorado – A State Library initiative to put a book in the hands of every 4 year old in Colorado.

Story Times at Severance – On Tuesday mornings at Severance Town Hall, are starting out slow, but attendance is growing.

Dia de Los Ninos, Dia de Los Libros – Colorful costumes and dancing delighted the 26 people who attended.

### **Up Next:**

- Second Meeting of the Community Strategic Planning Committee
- Summer Reading Kickoff
- New Outreach Manager, Ally Godina, comes on board.
- Book drop in Severance

## **Monthly Reports of the Managers**

### **Adult Services - April, 2012**

Assistant Library Director, Diane Montgomery  
Encompasses: Adult Services, Circulation, Reference

#### **STAFF**

All new circulation employees are working out quite well. They are proving to be very intelligent, enthusiastic and dedicated. Alexandria Godina, Head of Outreach, will be joining the staff June 1.

One employee received his six month evaluation.

Circulation staff received training for use of Ebsco database.

Two circulation department meetings were conducted.

The planning committee for “Staff In-Service Day” has been meeting to plan for our Fall in-service day.

Staff are involved in working on Strategic Planning.

I participated in Booklist’s webinar for Mystery Collection Development, focus on new titles.

#### **COLLECTION**

Service launched for patron initiated InterLibrary Loan.

Major weeding is ongoing in non-fiction collections.

## PROGRAMMING

April 12 – May 12: Total of 3 programs/events = total attendance 24

Two Book Clubs: attendance 18

Genealogy attendance 6

## MISCELLANEOUS

Payroll company Qquest has been contracted with. This consists of two parts: time and attendance functions; payroll functions.

First National Bank has been notified that the account will be closed as of May 31, 2012.

The book drop for placement at Severance Town Hall has arrived and is awaiting installation; we are still working with King Soopers property manager to determine if a book drop may be placed there.

One air conditioning unit for the building was replaced.

## UP NEXT

Strategic Planning - ongoing

Adult Summer Reading Program – final planning

Implementation and training with new payroll/time and attendance software

## **Outreach Services – April, 2012**

### **Kendra Miller**

#### General:

\*Handled planning of stops and staff scheduling. Summer 2012 solidified and schedule is printed

\*Led Monday meetings.

\*Continued collection development by developing order request lists for Hillary (youth titles) and Diane (adult titles).

#### Special Events:

\*Andrea Cleland joined us on BoMo on Monday mornings, Wed at KinderCare, and Friday at Kid's Haven. The kids loved her – and I gleaned many clever ideas from her storytimes.

\*Promoted Clare's theme of "Our BoMo Rocks" on National Bookmobile Day

\*Found shelter for the Friends of the Library's overstock of books – books that were headed for April's big Book Sale

#### Summer Reading Program:

Continued contacting businesses for coupon donations for the Summer Reading Program. 8000 coupons printed and ready to give away. 2000 more to follow from committed sponsors.

#### Professional Development:

\*Attended 2 meetings on Strategic Planning Initiatives for entire library

\*Attended Rocky Mtn Outreach Interest Group meeting on 4/27. My counterparts from Pikes Peak Library Dist, Denver Public Library Dist., Loveland Library, Arapahoe County Library Dist, Poudre River Library Dist., Larimie County Library, and High Plains Library Dist attended as well. We compared and contrasted equipment, procedures, policies, current problems, future solutions, etc. as pertains to life as a bookmobile/outreach librarian

\*Read for the purpose of recommending...

Mistress of Nothing by Kate Pullinger

Ines of My Soul by Isabel Allende

\*Watched for the purpose of recommending...

The Mission

#### Staff Development:

\*Began teaching Nanette to drive the BoMo. She will be our primary driver for one week in June and one week in July.

## **Technical Services - April, 2012**

Prepared by Shari Thompson  
Head of Technical Services

*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.*

- ✓ Shari worked with Colorado Network Management to secure the library's network. This completed an April 2012 library goal.
- ✓ Shari and Hannah implemented the floating collection distribution system for library materials. This new distribution system will improve turnaround for re-

shelving books and other items, reduce the amount and volume of delivery, and evolve the collection into an efficient, patron-centered lending machine. This completed a 2012 department goal.

- ✓ Shari and Ann Giesick implemented patron initiated interlibrary loan. Patrons are now able to request their own interlibrary loans through the Swift (Statewide interlibrary loan Fast Track) system from the library website. This is another patron-centered feature. This completed 2012 department goal.

Benefits include:

- Place an Interlibrary Loan request online from home, work or from the catalog stations in the library - no more paper forms
- Searching the collections of other Colorado libraries
- Checking the status of your request online from home or work

✚ No computer classes were offered due to the book sale.

### Youth Services - April, 2012

| <b>Story Times</b>            | <b>Number of Sessions</b> | <b>Number of Attendees</b> |
|-------------------------------|---------------------------|----------------------------|
| Babies & Books                | 4                         | 45                         |
| Wee Read                      | 4                         | 146                        |
| Spanish Storytime             | 0                         | 0                          |
| Books Before Bed              | 1                         | 8                          |
| Crafty Tales Family Storytime | 1                         | 23                         |
| Severance Storytimes          | 2                         | 10                         |
| <b>Total</b>                  | <b>12</b>                 | <b>232</b>                 |

### **Groups**

|                        |   |   |
|------------------------|---|---|
| Reading Bugs Book Club | 0 | 0 |
| Tween Book Club        | 0 | 0 |

|                       |          |           |
|-----------------------|----------|-----------|
| Teen Creative Writing | 4        | 17        |
| Read & Write          | 1        | 4         |
| <b>Total</b>          | <b>5</b> | <b>21</b> |

## Other

|                       |           |            |
|-----------------------|-----------|------------|
| Paws for Reading      | 13        | 20         |
| Homeschool Programs   | 1         | 31         |
| One Book for Colorado | 1         | 13         |
| EL Dia de los Ninos   | 1         | 26         |
| Friday the 13th Movie | 1         | 12         |
| Read With Me          | 4         | 4          |
| School Tours          | 5         | 117        |
| <b>Total</b>          | <b>26</b> | <b>223</b> |

|                          |           |            |
|--------------------------|-----------|------------|
| Child                    | 37        | 443        |
| Young Adult              | 6         | 33         |
| <b>TOTAL PROGRAMMING</b> | <b>43</b> | <b>476</b> |

## Highlights

- Youth Services program attendees were up 21% over 2011.
- Storytime attendees were up 21% over 2011.
- Attendance this month was lower than last due to the two week book sale which operated in our regular programming space.
- Storytime themes: Spring, Easter, Earth Day, Music & Movement, and Ducks.
- This month, we participated in *One Book 4 Colorado*, a statewide initiative to put a book into the hands of every four year-old. We offered a special storytime and handed out state-provided books to every family with a four year-old that visited the library.



- In April, we began publicity for our summer reading program. Fliers were designed, the program was presented at a PTA meeting, and end-of-year school tours commenced.
- Youth Services celebrated National Library Week with special customized magnets for visiting children.
- Hillary provided database and e-reader training to teachers at the Charter School.
- Andrea provided early literacy training to the Outreach staff.
- Andrea attended a CATSIG (Children and Teen Services Interest Group) meeting.
- Heather completed two courses for the LSSC (Library Support Staff Certification) certificate: "Teen Services Fundamentals" and "Fundamentals of Collection Development and Management."
- Youth staff attended 1 webinar this month.
- 18 volunteers contributed 57.25 hours of time.

## Displays

**Children's** – Earth Day, Flowering Readers, Itsy Bitsy Spider, Bunnies, Poetry

**Juvenile** – Earth Day, Kids Magazines, Wicked Histories

**Young Adult** – Poetry, Book Spine Poetry

**Other** – Touchy Feely Box (Sensory)

## **Special Projects Coordinator - April, 2012**

**Erica Rose**

Contacted teachers within the District to offer end of the year tours

Designed and scheduled school tours. Worked with Youth Services and Outreach to ensure that all tours were facilitated.

Collaborated with Windsor Arts and Heritage Department to facilitate two poetry/music programs offering *Sand Between the Toes* to all district second and third graders. Statistics: Sand Between the Toes (1000)

Set up a trial with Constant Contact, gathered pricing and setup information, and worked with Technical Services to set parameters for and gather a list of potential email recipients.

Put out the call for newsletter articles from managers and staff and worked with Ann Kling to create a vision for the newsletter.

Met with the Adult Programming Committee to discuss programming particularly in regards to Summer Reading.

Worked with Andrea Cleland to design and facilitate the open forum on Fracking.

Attended and took notes for the Windsor Fine Arts Festival Meeting as well as putting together a piece for the WFAF website and our newsletter.

Submitted a schedule of programming for the Common Read 2012 to Kelly Johnson, High Plains PR representative.

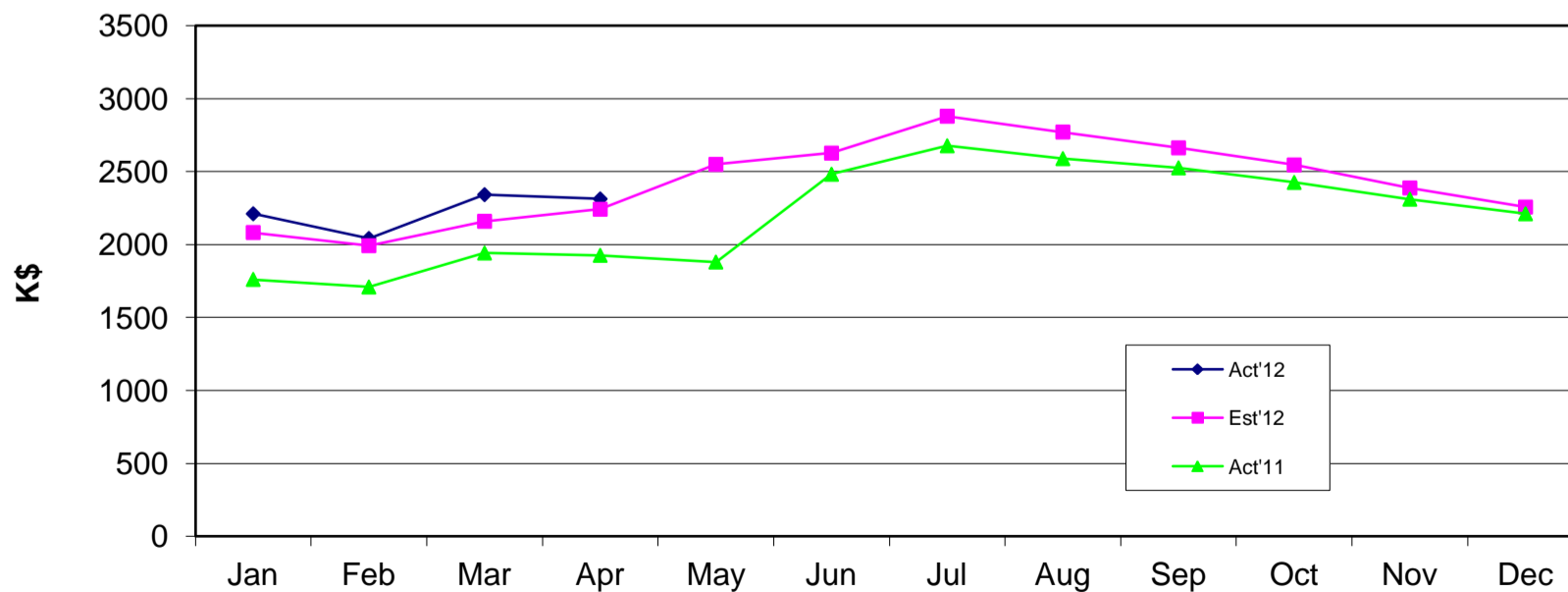
## Clearview Library Fund Balances

April 30, 2012

|                              |       | Bank and Fund Statements |                                    |             | Balance Sheet |
|------------------------------|-------|--------------------------|------------------------------------|-------------|---------------|
|                              |       | March                    | Interest, Purch,<br>Redemp, Checks | April       | April         |
| <b>Operating</b>             |       |                          |                                    |             |               |
| First National Bank -General | 0.00% | \$12,196                 | \$659                              | \$12,855    | \$12,855      |
| Bank of Colorado             | 0.00% | \$30,211                 | (\$956)                            | \$29,255    | \$25,704      |
| Colo Trust Prime 4003        | 0.04% | \$755,187                | (\$109,980)                        | \$645,207   | \$645,207     |
|                              |       | \$797,594                | (\$110,277)                        | \$687,317   | \$683,766     |
| <b>Debt Service</b>          |       |                          |                                    |             |               |
| Colo Trust Prime 4002        | 0.04% | \$0                      | \$0                                | \$0         | \$0           |
| <b>General Reserve</b>       |       |                          |                                    |             |               |
| Colorado East Bank CD        | 1.24% | \$230,660                | \$0                                | \$230,660   | \$230,660     |
| Colotrast General Fund 4005  | 0.04% | \$551,339                | \$81,158                           | \$632,496   | \$632,496     |
|                              |       | \$781,999                | \$81,158                           | \$863,156   | \$863,156     |
| <b>Capital Reserve</b>       |       |                          |                                    |             |               |
| Colo Trust Prime 4001        | 0.04% | \$199,732                | \$6                                | \$199,738   | \$199,738     |
| <b>Long-Term Building</b>    |       |                          |                                    |             |               |
| Farmers Bank Money Mkt       | 7.00% | \$228,236                | \$127                              | \$228,363   | \$228,363     |
| Colo Trust Prime 4004        | 0.04% | \$334,313                | \$10                               | \$334,323   | \$334,323     |
|                              |       | \$562,549                | \$137                              | \$562,686   | \$562,686     |
| <b>Total</b>                 |       | \$2,341,874              | (\$28,977)                         | \$2,312,897 | \$2,309,347   |

|  |           |
|--|-----------|
| <b>Weld County Tax Distribution for April deposited in May</b> | \$394,993 |
|--|-----------|

### Cash On Hand



# Clearview Library District

## April 2012 Year-to-Date Results

| Revenue                | April            | YTD              | Budget             | YTD as %<br>of Budget |
|------------------------|------------------|------------------|--------------------|-----------------------|
| General property tax   | \$390,190        | \$926,637        | \$1,684,156        | 55.0%                 |
| Other revenue          | \$1,598          | \$9,779          | \$20,000           | 48.9%                 |
| Specific ownership tax | \$10,890         | \$39,343         | \$100,000          | 39.3%                 |
| <b>Grand Total</b>     | <b>\$402,679</b> | <b>\$975,759</b> | <b>\$1,804,156</b> | <b>54.1%</b>          |

### Expenditures

|                        |                  |                  |                    |              |
|------------------------|------------------|------------------|--------------------|--------------|
| Salaries               | \$63,821         | \$252,994        | \$946,671          | 26.7%        |
| Related expenses       | \$11,962         | \$54,605         | \$159,633          | 34.2%        |
| Materials/periodicals  | \$8,038          | \$47,404         | \$139,000          | 34.1%        |
| Bookmobile costs       | \$746            | \$4,268          | \$22,892           | 18.6%        |
| Building costs         | \$3,961          | \$28,531         | \$71,000           | 40.2%        |
| Capital outlays        | \$0              | \$2,985          | \$45,000           | 6.6%         |
| County treasurer's fee | \$5,894          | \$13,972         | \$27,550           | 50.7%        |
| Electronic Databases   | \$695            | (\$647)          | \$32,000           | -2.0%        |
| Operating supplies     | \$5,350          | \$14,528         | \$45,000           | 32.3%        |
| Programming            | \$590            | \$4,167          | \$17,000           | 24.5%        |
| Public relations       | \$404            | \$1,887          | \$20,000           | 9.4%         |
| Software/tech support  | \$3,998          | \$28,950         | \$88,000           | 32.9%        |
| Other Expenses         | \$10,196         | \$26,016         | \$144,331          | 18.0%        |
| <b>Grand Total</b>     | <b>\$115,656</b> | <b>\$479,661</b> | <b>\$1,758,077</b> | <b>27.3%</b> |

|                             |           |           |          |
|-----------------------------|-----------|-----------|----------|
| Net Revenues & Expenditures | \$287,023 | \$496,098 | \$46,079 |
|-----------------------------|-----------|-----------|----------|

## April

|  | <u>2010</u><br><u>Actual</u> | <u>2011</u><br><u>Actual</u> | <u>2012</u><br><u>Goal</u> | <u>2012</u><br><u>vs.</u><br><u>2011</u> | <u>Current Month</u> |                 | <u>Year to Date</u> |                             | <u>% of</u><br><u>12 Goal</u> |
|--|------------------------------|------------------------------|----------------------------|--|----------------------|-----------------|---------------------|-----------------------------|-------------------------------|
|  |                              |                              |                            |  | <u>2012</u>          | <u>% vs '11</u> | <u>2012</u>         | <u>% vs.</u><br><u>2011</u> |                               |
| <b>Goal 1: Visibility and service</b>    |                              |                              |                            |  |                      |                 |                     |                             |                               |
| Active card users                        | 6,568                        | 6,570                        | 6,964                      | 6%                                       | NA                   | NA              | 4,335               | -1%                         | 62%                           |
| % of population                          | 30.5%                        | 30.0%                        | 31.1%                      |  |                      |                 | 19.4%               |                             |                               |
| Homepage visitors                        | NA                           | NA                           | 140,000                    | NA                                       | 10,033               |                 | 46,052              | NA                          | 33%                           |
| Patrons served (1)                       | 169,522                      | 187,273                      | 197,782                    | 6%                                       | 18213                | 10%             | 68,309              | 19%                         | 35%                           |
| WSL                                      | 164,547                      | 164,964                      | 169,913                    | 3%                                       | 16328                | 17%             | 60,694              | 19%                         | 36%                           |
| Bookmobile                               | 0                            | 12,714                       | 13,477                     | 6%                                       | 1353                 | 27%             | 5,828               | 68%                         | 43%                           |
| Outreach                                 | 4,975                        | 9,595                        | 14,393                     | 50%                                      | 532                  | -64%            | 1,787               | -36%                        | 12%                           |
| <b>Goal 2: Satisfaction and service</b>  |                              |                              |                            |  |                      |                 |                     |                             |                               |
| Program attendance                       | 10,252                       | 16,206                       | 21,523                     | 33%                                      | 1,161                | -41%            | 5,028               | 12%                         | 23%                           |
| % of population                          | 47.7%                        | 73.9%                        | 96.2%                      |  |                      |                 | 22.5%               |                             |                               |
| WSL                                      | 6,499                        | 6,611                        | 7,130                      | 8%                                       | 629                  | 26%             | 3,241               | 90%                         | 45%                           |
| WSL Adult                                | 1,519                        | 674                          | 896                        | 33%                                      | 153                  | 44%             | 560                 | 52%                         | 62%                           |
| WSL YA                                   | 374                          | 936                          | 983                        | 5%                                       | 33                   | -45%            | 516                 | 110%                        | 53%                           |
| WSL Child                                | 4,606                        | 5,001                        | 5,251                      | 5%                                       | 443                  | 33%             | 2,165               | 98%                         | 41%                           |
| Outreach                                 | 3,741                        | 9,595                        | 14,393                     | 50%                                      | 532                  | -64%            | 1,787               | -36%                        | 12%                           |
| Computer users                           |                              |                              |                            |  |                      |                 |                     |                             |                               |
| Users                                    | NA                           | NA                           | 5,000                      | NA                                       | 373                  | NA              | 1,506               | NA                          | 30%                           |
| User Sessions                            | NA                           | NA                           | 19,000                     | NA                                       | 1,699                | NA              | 6,106               | NA                          | 32%                           |
| <b>Goal 3: Circulation and data base</b> |                              |                              |                            |  |                      |                 |                     |                             |                               |
| Physical circulation                     | 215,690                      | 227,592                      | 233,641                    | 3%                                       | 19,118               | 1%              | 79,272              | 12%                         | 34%                           |
| Phys circ per card user                  | 32.8                         | 34.6                         | 33.5                       |  |                      |                 | 18.3                |                             |                               |
| WSL                                      | 215,690                      | 209,518                      | 215,804                    | 3%                                       | 17,357               | 1%              | 72,034              | 11%                         | 33%                           |
| WSL Adult                                | 104,946                      | 104,157                      | 107,282                    | 3%                                       | 9019                 | 4%              | 36,346              | 11%                         | 34%                           |
| WSL Children                             | 110,744                      | 105,361                      | 108,522                    | 3%                                       | 8338                 | -2%             | 35,688              | 12%                         | 33%                           |
| Bookmobile                               | 862                          | 16,828                       | 17,838                     | 6%                                       | 1761                 | 8%              | 7,238               | 32%                         | 41%                           |
| Active virtual borrowers                 | 774                          | 1,307                        | 1,534                      | 17%                                      | 236                  | 154%            | 1,270               | 195%                        | 83%                           |
| % of active card users                   | 11.8%                        | 19.9%                        | 22.0%                      |  |                      |                 | 29.3%               |                             |                               |
| Virtual circulation                      | NA                           | 3,774                        | 4,944                      | 31%                                      | 964                  | 286%            | 3762                | 232%                        | 76%                           |
| % of physical circulation                | NA                           | 1.7%                         | 2.1%                       |  | 5%                   |                 | 5%                  |                             |                               |
| Data base usage                          | NA                           | 7,841                        | 8,939                      | 14%                                      | 864                  | -28%            | 5395                | 52%                         | 60%                           |

**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**

## MINUTES OF THE MEETING OF APRIL 24, 2012

### CALL TO ORDER

President Vance called the meeting to order at 5:30 P.M. on April 24, 2012.

### Present:

President David Vance, Vice President Kelly Hall, Treasurer Scott Wildman; Trustee Bev Menke; Trustee Joann Perko; Director Ann Kling; Counsel Jo Anne Hagen

### PUBLIC INPUT

Sarah Moore provided compliments to the Library on its performance over the past year and spoke about the 10,000 books donated to the Book Sale. Matthew O'Neill spoke about his Library Board experience. Board Members introduced themselves to Crystal Ligon reporter for the Windsor Beacon.

### REVIEW OF AGENDA

Additions: Approval of the auditor's engagement letter.

### DIRECTOR'S REPORT

Monthly Statistics – Director Kling reported on the March Library Statistics. Patrons served, program attendance and physical circulation are all up significantly over a year ago.

### TREASURER'S REPORT

Treasurer Wildman reported on the Library financial reports. He noted that the Library expenses and fund balances were tracking along with the budget.

COMMUNICATIONS – none to report

### OLD BUSINESS

Update on Art Show – Director Kling reported on Art Show results with 95 pieces of art, an increase over 2010.

Location of Drop Boxes – Severance location is settled as being at the Severance Town Hall. The locations on the West side of Windsor and Downtown Windsor are still in the process of being chosen.

Annual Report Revision to the Statistics by Director Kling.

Strategic Planning – Update and Input. An overview of the Strategic Planning Day-Long Meeting and how successful the Committee felt the process had been. Discussion ensued regarding the process. Director Kling reported on the Staff SWOT Analysis on the nine selected service responses that came from the Strategic Planning Committee. Discussion ensued on the Board's thoughts to take back to the Committee.

### NEW BUSINESS

Request to Hire –Outreach Manager, Library Assistant – Acquisitions, 2 Circulation Assistants – reported on by Trustee Hall. Move Menke, second Perko to approve

Meg Watson and Natalie Wagner as Circulation Assistants, Pam Parish as Library Assistant and Alexandria Godina as Outreach Manager. Unanimous

Annual Review of the By-laws – No changes were suggested for the Bylaws from the Board or those in attendance from the public.

First reading of Bylaw revision to create standing Personnel Committee that can approve personnel actions. President Vance explained the reasons for the Standing Committee and the delegation of this activity to the Personnel Committee. There was no change to the proposed wording in the First Reading thus the Second Reading will be held at the May Board Meeting.

Sunday hours in the summer – Director’s Recommendation

Director Kling recommended that the Sunday hours (1-5 PM) continue through this summer with the exception of the Sunday before Memorial Day and the Sunday before Labor Day. Move Hall, second Wildman to remain open on Sunday’s in the summer except for the Sunday before Memorial Day and the Sunday before Labor Day. Unanimous.

Treasurer Wildman reported on the engagement of the auditor Cole and Crosier, P.C. for the year ending December 31, 2011. Move Wildman, second Hall that the engagement proposal from Cole and Crosier be approved as written. Unanimous.

#### CONSENT AGENDA

Move Wildman, second Perko to accept the Financials. Unanimous.

#### UPCOMING AGENDA

Drop Box Locations Update

Strategic Planning Committee Update

2<sup>nd</sup> Reading of the Bylaw Amendment on Personnel Committee

Google Analytics

#### APPROVAL OF MINUTES

Move Perko, second Hall to approve the minutes as written. Unanimous.

ADJOURN, Next Meeting May 29, 2012