

MINUTES OF THE BOARD MEETING OF NOVEMBER 27, 2012

Call to Order:

President Vance called the meeting to order at 5:34 P.M. in the Board Room.

Public Input: Carol Heinkel reported on the results of the book sale which was very successful.

In attendance: President David Vance, Vice President Kelly Hall, Treasurer Scott Wildman, Board Members Joann Perko; Bev Menke

Counsel: Jo Anne Hagen

Audience: Carol Heinkel

Review of Agenda

Added to Agenda under New Business:

Purchase of a Laptop Vending Machine

Records Retention Policy Update

Director's Report

Monthly Statistics: Director Kling presented her report of activities and statistics.

Second reading of the 2013 Budget: The budget was presented for the second time. No comments were forthcoming from the audience.

Treasurer's Report

Treasurer Wildman presented a proposed Five Year Capital Plan for Board consideration and modification. Wildman also presented the Treasurer's Report.

Communications: None to report

Personnel Committee Report

Vice President Hall reported on the findings on short and long-term disability and health insurance coverage for full- and part-time staff. Recommendation from the Committee will be forthcoming for full-time staff in December after a comparison of rates and insurance plans. Recommendations for part-time staff will require additional information and study.

New Business:

Book drop at King Soopers: A contract has been drafted and Director Kling will present it to them for consideration.

Records Retention Policy :

Director Kling reported on the work to-date on a Records Policy.

Contract Review

Director Kling reported on and discussed current contracts, the review of each and comparison to budget.

Purchase of a Vending Machine for Internet Enabled Devices. Director Kling discussed information gathered from users of computers and recommended purchase of such a machine from Laptops Anytime from Java Connections. Moved Menke, second Hall to approve the purchase of the vending machine from Java Connections at a cost of \$17,750.00 pursuant to their proposal of November 19, 2012. Unanimous

Board Self-Evaluation: The worksheet will be sent out in December to each Board Member, and information compiled and reported back to the Board.

Moved Wildman, second Perko to move into Executive Session at 6:13 P.M. to discuss personnel matters pursuant to CRS 24-6-402(f). Executive Session ensued.

Moved Wildman that the Executive Session end at 6:19 P.M. Second Menke. Unanimous.

Director's Evaluation and Contract (Executive Session) Move Hall, second Vance to renew the Director's current contract for an additional year and give the Director a bonus of \$3500.00. Unanimous.

Review Draft Board Annual Calendar for 2013:

President Vance previewed the annual calendar for 2013. It was proposed that the meetings be moved to a different evening to accommodate conflicting schedules. It was suggested that the Board check their calendars for availability on the fourth Thursday of each month. The Board also added and modified events for 2013.

Director Kling reported that four trees in the parking lot island will need to be removed because they have a disease. They will be removed and new trees will be planted in the spring after consultation with the City Forester.

Old Business:

Board Vacancy for 2013. There are currently three applicants for this position. The application period will end on November 30, 2012.

Consent Agenda: Move Perko, second Hall to approve the Treasurer's Report and recommendations of the Personnel Committee. Unanimous

Upcoming Agenda

Approve Five Year Capital Plan

Director's Report on Technology

Finalize the Calendar for 2013

Finalize Director's Goals for 2013

Approve the Mil Levy

Approval of Minutes: Move Vance, second Perko to approve the minutes. Unanimous

Adjourn: Move Wildman, second Hall to adjourn. Unanimous

Next Meeting December 10, 2012



LIBRARY BOARD MEETING Tuesday, Nov. 27, 2012 - Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

Second Reading of the 2013 Budget

NEW BUSINESS

Short Term Disability and Health Insurance
Records Retention Policy
Review current contracts for budgetary accuracy
Board Self Evaluation
Review Board Draft Annual Calendar for 2013
Director's Evaluation and Contract (Executive Session)

OLD BUSINESS

Board Vacancy for 2013

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Dec. 10, 2012 5:30 PM



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, Nov.27, 2012

October Highlights

Patrons of the Clearview Library District can now pay their fines and fees with a credit card from the convenience of their home or at a computer within the Library. The system accepts Mastercard, Visa, Discover and American Express. The Library is using e-commerce software purchased from TLC, the Library's Integrated Library System provider.

Ann Kling, Andrea Cleland, Hillary Dodge, Ally Godina, and Nathan Triz attended the Colorado Assn. of Libraries Conference in Keystone, Co from Nov. 18th - 20th. Of particular interest to the staff were the workshops on marketing, children's spaces, new design of libraries, and customer service. Staff who attended will be sharing what they learned with the rest of the staff at Staff Development Day on Dec. 7th. In addition, Hillary Dodge, Hannah Jamieson and Nathan Triz presented a pre-conference workshop on Clearview's very successful gaming program.

The 2013 Budget Hearing was held on Oct. 30th at 5:30 at the Windsor Severance Library.

Programming Highlights for October:

Zombies were the talk of the town. In the spirit of Halloween and in an attempt to attract teens to the library, events were held each week in October, culminating in a Zombie Crawl in downtown Windsor and a Zombie Ball at the Clearview Library. Theater makeup, martial arts, sheep brain dissection were well attended. The Crawl and Ball were quite lively and enjoyed by all who attended.

A pumpkin decorating contest provided seasonal decoration for the library and an outlet for the creativity of our patrons. Prizes were awarded to adults and children in several categories.

The Bookmobile was asked to take part in the Town of Windsor's Trick-or-Treat event. Michelle Pohlen and Jim Parker gave out treats to over 754 people who came aboard the Bookmobile. It was a great publicity event for Outreach and families enjoyed the crafts we instead of candy.

Up Next:

Veteran's Day - Cookies at the Checkout to honor those who have served in the military.

Book Club Kits - Book club kits are ready for checkout.

Storytime Kits - Also ready for checkout.

Monthly Reports of the Managers

Adult Services – Oct., 2012

Assistant Library Director, Diane Montgomery

Encompasses: Adult Services, Circulation, Reference

STAFF

Staff attended a Q and A with Ann Kling, Attorney JoAnn Hagen and Board member Kelly Hall regarding the Employee Manual. All personnel received copies of the manual and signed off on the list in receipt of the manual.

One Circulation staff person received annual performance evaluation.

COLLECTION

Inventory and weeding of all Adult Collections is nearly complete. The weeding of the final section (Fiction) is nearly complete, to be followed by Fiction inventory. Nonfiction sections have been shifted and rearranged.

Currently working with Midwest Tapes to establish media items pre-processing and Customized Standing Order for Audiobooks; same being investigated with Baker & Taylor for pre-processing of books. Ally Godina and I will be partnering to select and order adult audiobooks.

MISC

A pumpkin decorating/carving contest was held for adults and kids. The pumpkins were on display for several days. Winning entries were featured on the website.

Patron use of debit card payment to pay for fines/fees, via AuthorizeNet, has been very popular and is working well.

PROGRAMMING

October: Total # of programs/events 4 = total attendance 46

Felting Class Part II	19
Larimer County Genealogists	6
Two Book Clubs	21

UP NEXT

Work with Technical Services to move location of east Circulation station to office work area; establish Circulation station at the Reference/Information desk.

Continue cleaning and organizing storage spaces.

Work with Baker & Taylor to set up pre-processing for books.

Holiday decorating.

Outreach Services – Sept., 2012

Ally Godina, Outreach Manager

Overview:

The bookmobile turned two on October 18th! Kendra put together a birthday celebration with treats, fun facts and a birthday card that children could sign for the bookmobile. Even with the cold starting to set in October has given us the highest door count of the current year. We were busy with a couple big events this month as well as supporting the library with its first ever Zombie Crawl and Ball.

This month Outreach has been working hard to increase patronage at stops. New Outreach Assistant Michelle Pohlen has done an incredible job of doubling our numbers at Windshire and Coolberry stops through word of mouth promotion and effective storytimes. In addition, she has taken the lead on starting an online bookclub for all ages through the library website.

Highlighted Events:

- **Read for the Record:** Kendra took the lead in pulling together the materials to be involved in the countrywide Read for the Record program put on by Jumpstart. We did the storytime and craft at two of our stops, with a total of 61 kids involved. Kendra added our statistics to the countrywide number of 2,385,305 children involved.
- **Tigges Farm:** Tigges farm asked us to return on Saturday October 13th for a day of storytime and crafts. Clare and Ally ordered and put together fun activities for the kids and drove the Bookmobile to the farm. Unfortunately, extremely rainy conditions made for a very small number of people aboard. We hope next year the weather will be better.
- **Trick-or-Treat Event:** The Bookmobile was asked to take part in the Town of Windsor's Trick-or-Treat event. We saw high numbers last year but Michelle and Jim saw even higher numbers this year, giving out treats to over 754 people that came aboard the Bookmobile. It was a great publicity event for Outreach and families enjoyed the crafts we gave out instead of candy.
- **Zombie Crawl & Ball:** Ally served on the Zombie programming committee and spent most of October working on what turned out to be a successful month of programming. Michelle and Clare from Outreach staff helped organize the 50 participants we had at the crawl down main street, and run the photobooth and games for the 60 people we saw at the ball.
- **Grandview Literacy Night:** The bookmobile was asked to attend Grandview's Literacy night for the second time. Even with light snow we saw 50 people and signed up new library cards.

Marketing & Additional Programs:

- Ally setup a new stop at Faithsteps preschool, we will be going in-between classes for an hour on the second Monday of every month.
- Clare wrote BoMo section for the library newsletter that will feature special events. Ally and Clare are working on a new section called “BoMo Patron of the Month” which features one outstanding bookmobile patron or family a month.
- Michelle led programs for Early Release Day’s at the Recreation Center. She continues to be the contact person for a special needs storytelling program the rec center offers.
- Jim created an extremely informative non-partisan election poster for the bus. Providing information on voting, propositions and measure information to assist the public with the upcoming election.
- Cari’s bookclub at Windsor Middle is going well, each grade finished a book this month and will be starting a new one. Cari is working with youth services to put together Book Club kits including discussion questions and activities.
- Ally and Shari discussed and purchased an ipad for the bookmobile to allow patrons to place holds, search for their own books and play games. Clare was put in charge of loading the ipad with games and useful apps for patrons to use. As well as ordering a case to enable locking the ipad and protecting it from damage.
- Ally and Michelle staffed Skyview Elementary parent conference night signing up new library cards and providing library information.
- Cari put together a craft kit for patrons to do on the bookmobile as well as decorated the bus in seasonal décor.

Professional Development:

- Ally attended both the Association of Bookmobiles and Outreach conference in Richmond, Virginia and the Colorado Association of Libraries in Keystone, Colorado. She presented to Outreach staff about what she learned and has shared her conference notes and workshops.
- Cari and Clare attended staff day committee meeting as the representative of the Outreach Department.

Up Next

- Kendra is working with Century III to present a movie series program every Tuesday evening starting with last Tuesday in November.
- On December 1st Ally and Clare will bring the Bookmobile to two events one at Knowledge Bound and the other is the Town of Windsor’s Windsor Wonderland event.

Technical Services – Sept., 2012

Shari Thompson, Technical Services Manager

- ✓ Implemented online fines and fees payments for patrons. This completes a Technical Services goal for 2012.
- ✓ Ann Kling and Shari Thompson worked with consultant Carson Block to finalize the Technology Plan for the Clearview Library District.
- ✓ Technical Services staff has been attending various Makerspace webinars in preparation for implementation of the Clearview Library District’s Strategic Plan 2013-2015 and the launching of our creation station.

Youth Services – Sept., 2012

Hillary Dodge, Youth Services Manager

Little Ones (0-5)	Number of Sessions	Number of Attendees
Babies & Books	8	188
Wee Read	8	264
Books Before Bed	1	21
Crafty Tales Family Storytime	1	17
Severance Storytimes	4	77
Baby Animal Masquerade	1	22
Total	23	589
Children		
Paws for Reading	10	17
Reading Bugs Book Club	5	40
BeTWEEN the Lines Book Club	5	34
Lego Club	4	54
Video Game Night	1	25
Harry Potter reads Banned Books	1	23

Campfire Tales	1	84
Pumpkin Decorating Contest	1	24
Homeschool Program: Africa	1	34
Aterschool Program: Africa	1	22
ABC Early Release Program	1	52
Total	31	409

Teens

Teen Creative Writing	5	20
YAC Meeting	1	4
Zombie Face/Off	1	51
Aim for the Head Video Game Night	1	24
Survive the Zombie Apocalypse	1	42
Brain Dissection	1	32
Vote for President (YA Display)	1	17
Teen Read week Author Panel	1	7
Total	12	197

TOTAL PROGRAMMING	66	1195
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Highlights

- Goal Met: Young Adult program attendance is up 9% over 2011 (goal was 5%).
- 2012's overall program attendance has surpassed 2011's attendance by 53%.
- 2012 Storytime attendance has surpassed 2011's attendance by 80%.
- Storytime themes: Animals at Night, Medieval, Transportation, Nursery Rhymes, Monkeys, Halloween, and the Letters X-Z.
- Hillary presented a preconference workshop at CAL with Hannah Jamieson and Nathan Triz: Get Your Game On @ Your Library.
- Karen prepared and hosted the Pumpkin Decorating Contest.
- Deb continued to work with the staff day committee to prepare for the December staff workshop.
- Andrea completed compiling the Storytime Bags for circulation.
- Andrea attended a Storytime exchange in Estes Park.

- Andrea began coursework for the Masters in Reading program at UNC.
- Heather completed the LSSC course, "Fundamentals of Preservation."
- Hillary and Andrea attended the CAL conference in Keystone.
- Heather attended the Early Childhood Education Design Conference.
- YS staff attended 3 webinars in October.
- 14 volunteers contributed 41.75 hours of time.

Displays

Children's - Halloween, Trick or Treat, Alphabet, Cats! Cats! Cats!

Juvenile - Let's Get to Work

Young Adult - YA Presidential Campaign, Nighty Night

Other - Squeeze Balls (sensory), Ghost Hunting

Clearview Library District

October 2012 Year-to-Date Results

Revenue	October	YTD	Budget	YTD as % of Budget
General property tax	\$28,110	\$1,674,372	\$1,684,156	99.4%
Other revenue	\$4,505	\$44,210	\$20,000	221.0%
Specific ownership tax	\$12,649	\$112,969	\$100,000	113.0%
Grand Total	\$45,264	\$1,831,550	\$1,804,156	101.5%

Expenditures

Salaries	\$67,730	\$645,020	\$946,671	68.1%
Related expenses	\$13,210	\$137,943	\$159,633	86.4%
Materials/periodicals	\$14,370	\$111,462	\$139,000	80.2%
Bookmobile costs	\$2,389	\$19,078	\$22,892	83.3%
Building costs	\$6,461	\$63,433	\$71,000	89.3%
Capital outlays	\$7,817	\$32,940	\$45,000	73.2%
County treasurer's fee	\$490	\$25,628	\$27,550	93.0%
Electronic Databases	\$0	\$4,201	\$32,000	13.1%
Operating supplies	\$2,145	\$28,182	\$45,000	62.6%
Programming	\$2,301	\$14,875	\$17,000	87.5%
Public relations	\$3,002	\$23,281	\$20,000	116.4%
Software/tech support	\$3,215	\$67,790	\$88,000	77.0%
Other Expenses	\$9,544	\$72,171	\$144,331	50.0%
Grand Total	\$132,674	\$1,246,005	\$1,758,077	70.9%

Net Revenues & Expenses (\$87,410) \$585,546 \$46,079

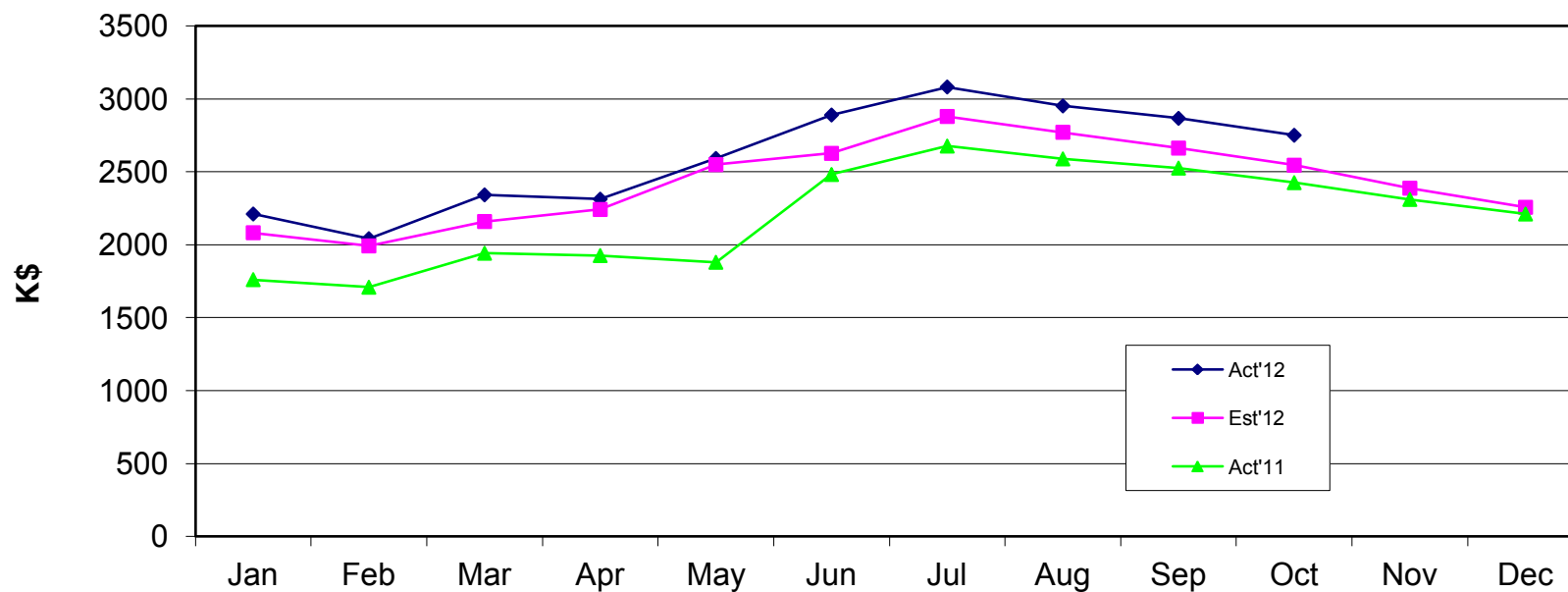
Clearview Library Fund Balances

October 31, 2012

		Bank and Fund Statements			Balance Sheet
		August	Interest, Purch, Redemp, Checks	August	August
Operating					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$127,495	(\$48,925)	\$78,570	\$68,135
Colo Trust Prime 4003	0.04%	\$1,139,728	(\$86,517)	\$1,053,211	\$1,053,211
		\$1,267,223	(\$135,442)	\$1,131,781	\$1,121,346
Debt Service					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
General Reserve					
Colorado East Bank CD	1.25%	\$233,567	\$0	\$233,567	\$233,567
Colostrust General Fund 4005	0.04%	\$632,592	\$20	\$632,613	\$632,613
		\$866,160	\$20	\$866,180	\$866,180
Capital Reserve					
Colo Trust Prime 4001	0.04%	\$199,769	\$6	\$199,775	\$199,775
Long-Term Building					
Farmers Bank Money Mkt	0.70%	\$229,034	\$136	\$229,170	\$229,170
Colo Trust Prime 4004	0.04%	\$334,374	\$11	\$334,385	\$334,385
		\$563,408	\$147	\$563,555	\$563,555
Total		\$2,896,559	(\$135,268)	\$2,761,291	\$2,750,856

Weld County Tax Distribution for October deposited in September	\$42,888
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Cash On Hand



Clearview Library District 2013 Draft Budget

Revenue	2010	2011	Projected 2012	2012 budget
General property tax	\$1,728,520	\$1,568,610	\$1,701,372	\$1,684,156
Other revenue	\$30,958	\$32,716	\$46,209	\$20,000
Specific ownership tax	\$108,541	\$116,124	\$118,269	\$100,000
Grand Total	\$1,868,019	\$1,717,450	\$1,865,850	\$1,804,156

Expenditures	2010	2011	Projected 2012	2012 budget
Bookmobile costs	\$2,259	\$14,942	\$18,236	\$17,892
Building costs	\$65,102	\$72,713	\$75,024	\$71,000
Capital outlays	\$280,846	\$28,254	\$58,729	\$45,000
County treasurer's fee	\$26,030	\$23,399	\$27,652	\$27,550
Electronic Databases	\$23,154	\$30,888	\$6,071	\$32,000
Materials/periodicals	\$100,343	\$103,343	\$153,456	\$141,000
Operating supplies	\$40,531	\$31,424	\$40,000	\$45,000
Other Expenses	\$54,935	\$102,883	\$98,230	\$144,331
Programming	\$10,972	\$12,167	\$17,667	\$20,000
Public relations	\$28,352	\$21,373	\$14,737	\$20,000
Related expenses	\$114,253	\$148,532	\$168,554	\$159,633
Salaries	\$601,226	\$733,306	\$785,539	\$946,671
Software/tech support	\$43,428	\$54,292	\$81,347	\$88,000
Grand Total	\$1,391,431	\$1,377,516	\$1,545,242	\$1,758,077

Net	\$	476,588	\$	339,934	\$	320,608	\$	46,079
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11/27/12

	\$ Change	% Change
2013 Budget	From 2012	from 2012
\$1,739,203	\$37,831	2.2%
\$21,500	(\$24,709)	-53.5%
\$100,000	(\$18,269)	-15.4%
\$1,860,703	(\$5,147)	-0.3%

	\$ Change	% Change
2013 Budget	From 2012	From 2012
\$18,260	\$24	0.1%
\$93,100	\$18,076	24.1%
\$90,000	\$31,271	53.2%
\$27,550	(\$102)	-0.4%
\$7,600	\$1,529	25.2%
\$180,500	\$27,044	17.6%
\$47,200	\$7,200	18.0%
\$132,870	\$34,640	35.3%
\$29,500	\$11,833	67.0%
\$20,000	\$5,263	35.7%
\$198,886	\$30,332	18.0%
\$904,055	\$118,516	15.1%
\$101,600	\$20,253	24.9%
\$1,851,121	\$305,879	19.8%
\$ 9,582	\$ (311,026)	-97.0%

Oct. Progress Toward Goals

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Goal</u>	<u>2012</u> <u>vs.</u> <u>2011</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of</u> <u>12 Goal</u>
					<u>2012</u>	<u>% vs '11</u>	<u>2012</u>	<u>% vs.</u> <u>2011</u>	
Goal 1: Visibility and service									
Active card users	6,568	6,570	6,964	6%	NA	NA	7,496	21%	108%
% of population	30.5%	30.0%	31.1%				33.5%		
Homepage visitors	NA	NA	140,000	NA	14,523	32%	122,759	108%	88%
Patrons served (1)	169,522	187,273	197,782	6%	19958	43%	184,096	15%	93%
WSL	164,547	164,964	169,913	3%	16889	32%	160,712	14%	95%
Bookmobile	0	12,714	13,477	6%	2394	171%	16,546	58%	123%
Outreach	4,975	9,595	14,393	50%	675	142%	6,838	-20%	48%
Goal 2: Satisfaction and service									
Program attendance	10,252	16,206	21,523	33%	1,966	153%	16,787	19%	78%
% of population	47.7%	73.9%	96.2%				75.0%		
WSL	6,499	6,611	7,130	8%	1,291	160%	9,949	81%	140%
WSL Adult	1,519	674	896	33%	96	3%	862	34%	96%
WSL YA	374	936	983	5%	197	319%	1,012	43%	103%
WSL Child	4,606	5,001	5,251	5%	998	180%	8,075	94%	154%
Outreach	3,741	9,595	14,393	50%	675	142%	6,838	-20%	48%
Computer users									
Users	NA	NA	5,000	NA	430*	NA	2,730	NA	55%
User Sessions	NA	NA	19,000	NA	1,608	NA	15,403	NA	81%
*Envisionware implemented statistics not available Jun-Aug.									
Goal 3: Circulation and data base									
Physical circulation	215,690	227,592	233,641	3%	25,129	34%	225,496	18%	97%
Phys circ per card user	32.8	34.6	33.5				30.1		
WSL	215,690	209,518	215,804	3%	23,296	16%	207,583	18%	96%
WSL Adult	104,946	104,157	107,282	3%	11666	25%	103,060	20%	96%
WSL Children	110,744	105,361	108,522	3%	11630	43%	104,523	16%	96%
Bookmobile	862	16,828	17,838	6%	1833	50%	17,913	35%	100%
Active virtual borrowers	774	1,307	1,534	17%	309	229%	2,898	182%	189%
% of active card users	11.8%	19.9%	22.0%				38.7%		
Virtual circulation	NA	3,774	4,944	31%	1167	281%	10111	249%	205%
% of physical circulation	NA	1.7%	2.1%		5%		4%		
Data base usage	NA	7,841	8,939	14%	478	-41%	7821	18%	87%

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