



LIBRARY BOARD MEETING Thursday, Dec. 19, 2013, 5:30pm – Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

TREASURER'S REPORT

OPEN HEARING ON AMENDED 2013 BUDGET

OLD BUSINESS Finalize Board annual calendar for 2014
 Update on New Trustee Selection

NEW BUSINESS Approve the 2013 Amended Budget

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Regular Board Meeting, Thursday, Jan. 30th, 2014, 5:30 PM

Clearview Library Fund Balances

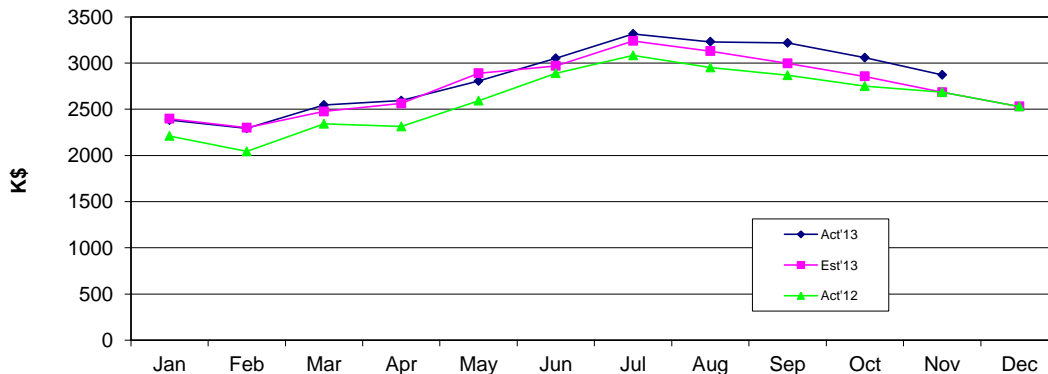
November 30, 2013

		Bank and Fund Statements			Balance Sheet
		Interest, Purch,			
		October	Redemp, Checks	November	November
Operating					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$184,807	(\$72,474)	\$112,333	\$91,999
Colo Trust Prime 4003	0.01%	\$1,061,323	(\$120,271)	\$941,052	\$941,052
		\$1,246,130	(\$192,745)	\$1,053,385	\$1,033,051
General Reserve					
Colorado East Bank CD	1.50%	\$240,039	\$0	\$240,039	\$240,039
Colostrust General Fund 4005	0.01%	\$632,835	\$8	\$632,843	\$632,843
		\$872,874	\$8	\$872,882	\$872,882
Capital Reserve					
Colo Trust Prime 4001	0.01%	\$201,590	\$2	\$201,592	\$201,592
Long-Term Building					
Farmers Bank Money Mkt	0.50%	\$230,413	\$98	\$230,511	\$230,511
Colo Trust Prime 4004	0.01%	\$534,538	\$7	\$534,545	\$534,545
		\$764,952	\$104	\$765,056	\$765,056
Total		\$3,085,545	(\$192,630)	\$2,892,915	\$2,872,581

Weld County Tax Distribution for November deposited in December	\$10,384
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General Property Tax Revenue	November	\$19	
Specific Ownership	November	\$10,363	
Interest on Deliq taxes/other	November	\$2	
Treasurer's fees	November	\$0	
		\$10,384	

Cash On Hand



Nov. Progress Toward Goals

Quarterly (Includes strategic plan goals for circulation and programs)

	2011 Actual	2012 Actual	2013 Goal	2013 vs. 2012	Current Month		Year to Date		% of 13 Goal	2013 Projections		2014 % over Goal proj.2013	
					2013	% vs '12	2013	% vs. 2012		2013	%	2014	%
General Measures													
Active card users	6,570	7,987	9,185	15%	NA	NA	7869	1%	86%	8,358	91%	8,775	5%
% of population	29.4%	35.0%	40.3%				34.5%						
Patrons served	187,273	215,101	245,761	14%	18435	14%	225495	13%	92%	241,980	98%	247,710	2%
WSL	164,964	188,291	207,120	10%	16700	15%	197247	13%	95%	212,247	102%	216,490	2%
Bookmobile	12,714	18,938	28,407	50%	1161	4%	18494	5%	65%	19,500	69%	20,475	5%
Outreach	9,595	7,872	10,234	30%	574	0%	9754	32%	95%	10,234	100%	10,745	5%
Active virtual borrowers	1,307	3,536	7,072	100%	423	37%	8686	171%	123%	9,043	128%	11,300	25%
% of active card users	19.9%	44.3%	77.0%				110.4%						
Program Attendance: Goals 1, 3, 4, 5,6													
Program attendance	16,206	19,338	22,536	17%	1,690	21%	21591	19%	96%	22,536	100%	24,054	7%
% of population	72.4%	84.8%	98.8%										
WSL	6,611	11,466	12,302	7%	1,116	36%	11837	10%	96%	12,302	100%	12,888	5%
WSL Adult	674	1,052	1,368	30%	105	12%	1620	70%	118%	1,720	126%	1,892	10%
WSL YA	936	1,120	1,176	5%	250	194%	800	-27%	68%	850	72%	892	5%
WSL Child	5,001	9,294	9,759	5%	761	18%	9417	8%	96%	9,759	100%	10,540	8%
Outreach	9,595	7,872	10,234	30%	574	0%	9754	32%	95%	10,234	100%	11,166	8%
Young children (age five and under) attending a program in the library			6,900		522		6075		88%	6,597	96%	6,927	5%
Young children (age five and under) attending a program offered by the library at a non-library location			6,560		489		6468		99%	6,968	106%	7,177	3%
Children participating in a library sponsored or co-sponsored program.			5,900		293		3878		66%	4,178	71%	4,387	5%
Adults participating in a library sponsored or co-sponsored			2000		136		2,055		103%	2,210	110%	2,430	10%

Circulation: Goals 1, 2,3,4,5,6

Physical circulation	227,592	268,481	323,225	20%	24149	5%	285111	14%	88%	311,559	96%	330,356	6%
Phys circ per card user	34.6	33.6	35.2										
WSL	209,518	247,535	297,042	20%	21,869	2%	263015	14%	89%	287,974	97%	304,411	6%
WSL Adult	104,157	123,973	148,768	20%	11874	10%	130445	15%	88%	139,700	94%	143,891	3%
WSL Children	105,361	123,562	148,274	20%	9995	-6%	132570	14%	89%	142,000	96%	153,360	8%
Bookmobile	16,828	20,946	26,183	25%	2280	38%	22096	13%	84%	23,585	90%	25,945	10%
Young children print-circulation			80,500		6281		74281		92%	80,500	100%	82,900	3%
Children nonfiction-circulation			17,000		1176		13317		78%	14,599	86%	15,036	3%
Children fiction-circulation			30,225		2112		26964		89%	30,225	100%	31,100	3%
Children media-circulation			24000.0		2,456		24,293		101%	24,000	100%	24,700	3%
Teens fiction-circulation			14,000		814		11165		80%	12,800	91%	13,185	3%
Adult nonfiction-circulation			33,500		2,115		26743		80%	30,270	90%	31,180	3%
Adult fiction print-circulation			54000		3491		44183		82%	49,680	92%	51,170	3%
Adult media-circulation			70000		5,704		65343		93%	70,000	100%	72,100	3%
Virtual circulation	3,774	12587	25,174	100%	1522	28%	17371	54%	69%	19,319	77%	24,000	24%
% of physical circulation	1.7%	5%	7.8%				6.1%						
e-Book-circulation			16174		731		8181		51%	9,010	56%	12,610	40%
Downloaded media-circulation			9000		791		8359		93%	9,200	102%	9,850	7%
Technology: Goals 1,7,8													
Computer users													
Users	NA	3,446	3,618	5%	449	23%	5232	69%	145%	5,690	157%	5,975	5%
User Sessions	NA	17,989	18,888	5%	1,479	10%	17784	6%	94%	18,888	100%	19,450	3%
WiFi Usage	NA	NA			746		19,181			31,364	na	34,500	10%
Data base usage	NA	8207	9,028	10%	2290	480%	12518	61%	139%	13,500	150%	13,905	3%
Homepage visitors	NA	147,432	221,148	50%	18223	42%	198125	46%	90%	221,148	100%	243,232	10%
Population revised using 2010 Census	21,930	22,369	22,816	at 2% growth from 2010			22,816						

Clearview Library District

November 2013 Year-to-Date Results

Revenue	November	YTD	Budget	YTD as % of Budget
General property tax	\$19	\$1,736,222	\$1,739,454	99.8%
Other revenue	\$3,173	\$106,000	\$21,500	493.0%
Specific ownership tax	\$10,363	\$104,658	\$100,000	104.7%
Grand Total	\$13,556	\$1,946,880	\$1,860,954	104.6%

Expenditures

Salaries	\$75,041	\$788,295	\$904,055	87.2%
Related expenses	\$15,998	\$172,555	\$229,866	75.1%
Materials/periodicals	\$17,802	\$132,226	\$180,100	73.4%
Bookmobile costs	\$1,313	\$16,558	\$27,160	61.0%
Building costs	\$5,579	\$75,778	\$76,400	99.2%
Capital outlays	\$92,282	\$139,584	\$95,000	146.9%
County treasurer's fee	\$0	\$25,914	\$27,550	94.1%
Electronic Databases	\$0	\$8,421	\$7,600	110.8%
Operating supplies	\$3,061	\$27,561	\$47,200	58.4%
Programming	(\$346)	\$20,546	\$21,000	97.8%
Public relations	\$93	\$10,469	\$20,000	52.3%
Software/tech support	\$1,481	\$54,405	\$101,600	53.5%
Other Expenses	\$13,989	\$88,191	\$122,970	71.7%
Grand Total	\$226,292	\$1,560,503	\$1,860,501	83.9%

Net Revenues & Expenses (\$212,737) \$386,377 \$453

Proposed Amendment to the Clearview Library District's 2013 Budget

The Windsor-Severance Library's roof sustained extensive damage during the August 3rd, 2013 hail storm. It was necessary to replace the roof. The proposed amendment to the 2013 budget allows the Library District to expend the funds for the roof replacement.

Clearview Library District Proposed Amended 2013 Budget

Revenue	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change from 2012
General property tax	\$1,728,520	\$1,568,610	\$1,688,070	\$1,684,156	\$1,739,454	\$51,384	3.0%
Other revenue	\$30,958	\$32,716	\$54,240	\$20,000	\$79,470	\$25,230	46.5%
Specific ownership tax	\$108,541	\$116,124	\$129,680	\$100,000	\$100,000	(\$29,680)	-22.9%
Grand Total	\$1,868,019	\$1,717,450	\$1,871,990	\$1,804,156	\$1,918,924	\$46,934	2.5%

Expenditures	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
Bookmobile costs	\$2,259	\$14,942	\$19,959	\$17,892	\$18,260	(\$1,699)	-8.5%
Building costs	\$65,102	\$72,713	\$73,909	\$71,000	\$134,370	\$60,461	81.8%
Capital outlays	\$280,846	\$28,254	\$60,714	\$45,000	\$95,000	\$34,286	56.5%
County treasurer's fee	\$26,030	\$23,399	\$27,655	\$27,550	\$27,550	(\$105)	-0.4%
Electronic Databases	\$23,154	\$30,888	\$4,201	\$32,000	\$7,600	\$3,399	80.9%
Materials/periodicals	\$100,343	\$103,343	\$161,903	\$141,000	\$180,500	\$18,597	11.5%
Operating supplies	\$40,531	\$31,424	\$38,559	\$45,000	\$47,200	\$8,641	22.4%
Other Expenses	\$54,935	\$102,883	\$96,049	\$144,331	\$120,170	\$24,121	25.1%
Programming	\$10,972	\$12,167	\$19,305	\$20,000	\$29,500	\$10,195	52.8%
Public relations	\$28,352	\$21,373	\$14,006	\$20,000	\$20,000	\$5,994	42.8%
Related expenses	\$114,253	\$148,532	\$166,636	\$159,633	\$232,666	\$66,030	39.6%
Salaries	\$601,226	\$733,306	\$780,751	\$946,671	\$904,055	\$123,304	15.8%
Software/tech support	\$43,428	\$54,292	\$83,835	\$88,000	\$101,600	\$17,765	21.2%
Grand Total	\$1,391,431	\$1,377,516	\$1,547,482	\$1,758,077	\$1,918,471	\$370,989	24.0%

Net	\$476,588	\$339,934	\$324,508	\$46,079	\$453	(324,055)	-99.9%
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LIBRARY BOARD MEETING Thursday, Dec. 19, 2013, 5:30pm – Agenda

CALL TO ORDER

President Vance called the meeting to order at 5:31 P.M.

In attendance:

Board Members - David Vance, Joann Perko, Bev Menke, Brooke Payne
Ann Kling, Director
Jason Wolfe, Counsel

PUBLIC INPUT – no public input offered

REVIEW OF AGENDA

COMMUNICATIONS – no communications

PERSONNEL COMMITTEE REPORT – Board Member Menke reported that a circulation assistant and a youth services assistant to be posted pursuant to usual posting protocol.

TREASURER'S REPORT – Board Member Perko made a report to the Board of the year-to-date financials of the District. The report was that overall the District is on track with projections. The Board discussed the property tax revenue and distributions.

OPEN HEARING ON AMENDED 2013 BUDGET – The Board discussed the Amended 2013 Budget.

OLD BUSINESS

Finalize Board annual calendar for 2014 – The Board discussed the 2014 calendar and Board Member Menke moved and Board Member Perko seconded a motion to approve the 2014 calendar. The motion carried without opposition.

Update on New Trustee Selection – Board Member Perko reported that the search committee has made a selection from a short list of interested persons, these two names will go before the School Board and the Town Board for approval. An alternate Board Member will not be recommended at this time.

NEW BUSINESS

Approve the 2013 Amended Budget – After discussion of the 2013 Board Member Payne moved and Board Member Menke seconded a motion to approve the 2013 Amended Budget, the

motion carried without opposition.

CONSENT AGENDA

Board Member Perko moved and Board Member Payne seconded a motion to approve the consent agenda, the motion carried without opposition.

UPCOMING AGENDA – Director discussed topics on the upcoming agenda including the 2014 salary survey, the decision on a posting location and the Directors report.

APPROVAL OF MINUTES

Motion to approve minutes made by Board Member Perko and seconded by Board Member Menke, the motion carried without opposition.

ADJOURN – motion to adjourn was made by Board Member Perko and Board Member Payne seconded the motion, the motion carried without opposition.

Meeting adjourned at 6:02 P.M.

Next Regular Board Meeting, Thursday, Jan. 30th, 2014, 5:30 PM

Recorded by Jason Wolfe, Counsel. Signature on file at Clearview Library District Office.