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## LIBRARY BOARD MEETING Wednesday, May. 29, 2013 - Agenda

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CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

COMMUNICATIONS

STAFF PRESENTATION      Technical Services Staff Presentation

PERSONNEL COMMITTEE REPORT

TREASURER'S REPORT

OLD BUSINESS

Parking Lot Update  
Review of Proposal for Alternate Board Member  
Update on the Long Range Facilities Planning Committee  
Update on visit to Anythink and Denver Branches

NEW BUSINESS

Review of Strategic Plan Goals and Objectives.  
Mountain States Employers Council

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Meeting Thursday, June 27, 2013 5:30 PM



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Wednesday, May 29, 2013

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### April Highlights

Several spring snowstorms hit Northern Colorado in April; however, the library did not close. There was only one day when opening was delayed due to icy roads.

The Library welcomed Monica Gould as a Youth Services Assistant. Monica will be conducting story times and will assist with the volunteers in the Youth Services Department. Letha Price and Amy McFadden joined the Adult Services Staff as Circulation Assistants. Diane Montgomery will continue to review applications for the third Circulation Assistant position that will become vacant in May. Hillary Dodge is reviewing applications for the Page/Shelver position and summer intern in Youth Services.

On April 4<sup>th</sup>, patrons were treated to an evening of music and poetry as part of the annual Art Show. Technical Services Assistant, Brad Vogler read from his newly published book of poetry. Assistant Head of Circulation, Nathan Triz and Library Shelver, Steven Davis played guitar. Other performers that night are regulars at Open Mic Night.

Director Kling, along with Outreach staff, Michelle Pohlen and Clare Mahoney attended the 9 News Health Fair conducted by the Rotary Club at the Windsor Middle School on Saturday morning, April 6<sup>th</sup>.

The Art Show came to a close on Thursday, April 18<sup>th</sup>. 4 pieces of art were sold. Artist Carol Schinkel contributed \$50 to the Library from the sale of her artwork. Director Kling brainstormed ideas with the artists who were present for making the next show more successful and incorporating social media into the show.

On April 26<sup>th</sup>, Director Kling attended the Windsor Economic Development Meeting at Town Hall.

The second meeting of the Long Range Facilities Planning Committee was held on April 30<sup>th</sup>.

The Library Foundation held a very successful book sale at the Town Recreation Center from Friday, April 13<sup>th</sup> through Sunday, April 21<sup>st</sup>.

Staff was treated to a pizza, salad and wonderful desserts lunch on Thursday, April 18<sup>th</sup> in honor of National Library Week.

National Bookmobile Day was celebrated on Saturday, April 20<sup>th</sup> from noon until 3 in the library parking lot. The Gill Lions Club provided free hot dogs and hamburgers, Doctor Noyz performed for the kids, Outreach staff led craft activities and a Lego building area. It was a beautiful day to enjoy the outdoors.

Shari Thompson, Hillary Dodge, Diane Montgomery, Bev Menke, Joann Perko and Ann Kling visited the Brighton Branch of the Anythink Library District and the Sam Gary and Hidden Valley Ranch branches of the Denver Public Library System to look at recently remodeled buildings and get ideas for re-arranging the space at the Windsor-Severance Library for efficiency and maximum usability.

### **Programming Highlights for April**

- **Origami Lily Workshop**, staff from Tigges Farm was on hand to help adults and teens make paper flowers from recycled books.
- **Kids Create: Shooters/Flingers**, this monthly afterschool craft program focused on aerodynamics and early engineering skills by creating shooters and flingers and other catapult-able objects.
- **Mommy and Me Yoga**, in this physical education class for moms and their toddlers, basic yoga poses were taught.
- **Minecraft Afternoons** – Hillary Dodge continues to get an enthusiastic group of after school kids who can't wait to play Minecraft on the gaming computers.
- **Earth Day Program**, participants made litter bugs out of upcycled trash in this program celebrating our earth.
- **Money Matters Program** – The Cooperative Extension conducted a program on managing your money.
- **Crossfit Demo** – People attending got a good workout in this demonstration of a mix of aerobic exercise, body weight exercise, gymnastics, and Olympic weight lifting.
- **Make Your Own Video Game**, teens received a basic tutorial in Sploder, a free online video game engine, and then experimented with games of their own, creating and playing together.

### **Up Next:**

American Girl Party  
Windsor: Past and Present  
Things That Go  
Hatha Yoga  
Mustache Bash  
Business Workshops  
Bookmobile at Pelican Fest

## Monthly Reports of the Managers

### Adult Services – Apr., 2013

Assistant Library Director, Diane Montgomery

Encompasses: Adult Services, Circulation, Reference

#### STAFF

Thirty five resumes were received for Circulation positions. Many of the applicants had Public Library experience. Two of the three Circulation Staff positions have been filled by Amy McFadden and Letha Price. Interviews were conducted by the interview committee (Nathan Triz, Monica Hatch, Natalie Wagner and Diane Montgomery) with five candidates and Judy Pye was offered the position pending Personnel Committee approval. Meg Watson will be ending her employment here so that she may move closer to family in Oregon.

Management staff and two Library Board members toured three Denver area new libraries to get design and layout ideas and also to view a maker space. Managers and some staff met to discuss ideas for library design and creation/maker spaces.

Monica Hatch is now creating the Library Newsletter.

Circulation staff received training on the Summer Reading Program software.

Circulation staff participated in webinar regarding updates to Zinio.

Circulation staff Nathan Triz, Monica Hatch, Natalie Wagner and Diane Montgomery, plus Michael Ross Technical Services staff, received training via webinar for operation of the LAT Cube. Some minor adjustments need to be made and the Cube should be operational within a few days. Ken Thompson, Technical Services is in charge of training and implementation.

Minor adjustments are being performed on LS2 Staff software; all Circulation Staff are trained.

Adult volunteers contributed 20 hours of assistance to Circulation.

#### COLLECTION

Shelving in the front of the Library has been rearranged to maximize space and increase visibility of the collections. A security camera will be installed to monitor dvds and bluray with the plan that this will reduce item loss. The large display tables have been moved farther back by the Information Desk and display new audiobooks, dvds and blurays.

Colorado History collection has been moved into the Adult Fiction area in order to create space for the YA collection. YA Audiobooks have been moved to shelving preceding Adult Audiobooks.

Acquisitions continues to work on problems involved in Baker&Taylor pre-processing materials.

Monica Hatch, Natalie Wagner and Brad Vogler have been designing improvements to EBSCO on the website so that this looks more attractive and is more user- friendly.

#### MISC.

Ally Godina and Diane Montgomery met to finalize Summer Reading Program artwork, forms and instructions, prizes and advertising for Adult Summer Reading Program.

Maintenance/Custodial activities are going very well with Bob Houle. He has performed significant amounts of minor maintenance and the building overall is much cleaner than it was in the past.

HVAC companies will be consulted so that a new service provider will be selected to take over from Quality Comfort Solutions. There have been multiple issues and poor customer service associated with the owner/service technician.

Barefoot Farms has begun grounds spring clean-up, mowing and watering. They replaced four trees in the parking lot.

#### UP NEXT

Training new Circulation Staff - schedules revision

Begin using TLC LS2 Staff software

Begin Summer Reading Program

Parking Lot Resurfacing

## Outreach Services - Apr., 2013

Ally Godina, Outreach Manager

### Overview:

April brought a couple unexpected BoMo snow days but the warmer weather still helped us to increase our numbers. The bookmobile was invited to Grandview Elementary school for special tours and storytime for 80 kindergarteners. Library card applications and calendars were sent home with the kids as well. The highlight of this month was our National Bookmobile celebration where 220 families took part in crafts, entertainment, magnetic poetry and free food all bringing awareness to our bookmobile. The event was a huge success and we look forward to making it even better next year.

### Updates:

- Cari created a butterfly craft kit for the BoMo and is gearing up for summer, adding new craft kits and activities to coincide with the theme.
- Michelle led programs for Early Release Day's at the Recreation Center.
- Cari's bookclub at Windsor Middle is coming to an end with the school year, she is working on wrapping things up and prepping for the following year.
- Michelle's online bookclub is still going slowly she is looking into a goodreads.com format.
- Cari and Marsella created felt boards for storytimes.
- The official bookmobile procedure manual with emergency protocol, circulation procedures and all other necessary information is complete and aboard the bookmobile.
- Clare continues to lead the Norming committee; they are at the finishing stages.

- Michelle brought the BoMo to the Skyview Title One Night and had 54 people aboard the bus.
- New hire, Marsella is fitting in nicely and doing a great job with storytimes.

### **Marketing:**

- Ally designed two advertisements for the Rocky Mountain Parent magazine and the Senior Magazine for the May publications.

### **Ally's Managerial Duties & Professional Development:**

- Ally met with Carrie Knight from the Town of Windsor to continue to plan our partnership program on Windsor Heritage through food.
- Went with Andrea to view a digital storytime, learned some really great techniques and look forward to seeing this happen at CLD.
- Corresponded and met with the Historic Preservation Committee to plan a program about Windsor's history. They will be presenting on May 7<sup>th</sup>. In addition. May is also National Preservation Month- I created a display table to feature books on the topic and Windsor's history.

### **Ally- Adult Services**

- Adult programming in April went very well. It was interesting to see that people were interested in the Money Matters class- Ally conducted a survey at this program to see what other related topics may be of interest. The Art Show event for next year will be re-vamped to create more programming and more on-line access.

<b>Tech Classes</b>	<b>Date</b>	<b># of Attendees</b>
One on One Assistance	April	15
<b>Total</b>		<b>15</b>
<b>Trending Now</b>		
Open Mic Night	4/11/2013	20
Paper lilys	4/2/2013	47
Poetry and music	4/4/2013	22
Art show closing	4/18/2013	15
Money Matter	4/23/2013	22
cross fit	4/30/2013	10
<b>Total</b>		<b>136</b>
<b>Book Clubs</b>		
Monday Night		10
Thursday Night		6
<b>Total</b>		<b>16</b>
<b>TOTAL PROGRAMMING</b>		<b>167</b>

### Up Next (Outreach & Adult Programming)

- May 7<sup>th</sup>- 6:30-7:30- Windsor Past & Present- provided by the Windsor Historic Preservation Commission.
- May 14<sup>th</sup>- 6:30-7:30- Hatha Yoga
- May 21<sup>st</sup> & 28<sup>th</sup>- Business Development Classes
- May 24<sup>th</sup>- 5:30-7:30pm- Movie night for adults
- May 25<sup>th</sup>- Pelican Fest at Boardwalk Park

### **Technical Services – Apr., 2013**

Shari Thompson, Technical Services Manager

#### *Laptops Anytime: automated checkout kiosk.*

- ❖ Laptops Anytime kiosk was made available for our patrons in April, coinciding with National Library Week.
- ❖ This is a self-serve laptop dispensing kiosk that contains six laptops for in house use .
- ❖ The laptops have Microsoft Office software installed for use and Internet access via our wireless network.
- ❖ The addition of Laptops Anytime is in support of our Strategic plan:
  - Goal 7: Everyone will have high-speed access to the resources and services available through the Internet.

- Objective 7.2: By Dec. 31, 2015 the number of internet enabled devices for public use within the library will increase from 0 (FY11) to 15.
- Objective 7.3: Annually the number of people who connect to the Internet via the Library's Wi-Fi access will be 4,800.

## Youth Services – Apr., 2013

Hillary Dodge, Youth Services Manager

<b>Little Ones (0-5)</b>	<b>Number of Sessions</b>	<b>Number of Attendees</b>
Babies & Books	11	201
Wee Read	12	365
Books Before Bed	1	17
Crafty Tales Family Storytime	0	0
Mommy and Me Yoga	1	14
<b>Total</b>	<b>25</b>	<b>597</b>

### Children

Paws for Reading	17	40
Reading Bugs Book Club	0	0
Between the Lines Book Club	0	0
Lego Club	3	28
Video Game Night	1	25
Earth Day	1	22
Acoustics	1	27
Kids Create	1	28
School Tours	3	65
Minecrafternoons	4	45
<b>Total</b>	<b>31</b>	<b>280</b>

### Teens

Teen Creative Writing	3	16
YAC Meeting	1	4
Make Your Own Video Game	1	7
<b>Total</b>	<b>5</b>	<b>27</b>

TOTAL PROGRAMMING	61	904
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## Highlights

- Program attendance was up 90% over 2012; Storytime attendance was up 150% over 2012.
- Storytime themes: Numbers, Rain and Weather, Sun and Moon, Earth Day, Opposites, Frogs, May, and Bubbles Gum and Things that Pop.
- Youth staff attended 4 webinars this month: Learning Creative Learning (2 sessions), Reluctant Readers, The Library Corporation's LS2 PAC
- 11 volunteers contributed 35.75 hours of time.

## Displays

**Children's** – Spring Into Reading, National Library Week, Children's Book Day, Ocean/Fish, Poetry

**Juvenile** – Earth Day

**Young Adult** – Metamorphosis, Dreams

**Other** – Earth Day, National Bookmobile Day, Bunnies/Spring

## Apr. Progress Toward Goals

	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Goal</u>	<u>2013</u> <u>vs.</u> <u>2012</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of</u> <u>13 Goal</u>
					<u>2013</u>	<u>% vs '12</u>	<u>2013</u>	<u>% vs.</u> <u>2012</u>	
<b>General Measures</b>									
Active card users	6,570	7,987	9,185	15%	NA	NA	4549	5%	50%
% of population	29.4%	35.0%	40.3%				19.9%		
Patrons served	187,273	215,101	245,761	14%	20680	14%	76673	12%	31%
WSL	164,964	188,291	207,120	10%	18380	13%	67558	11%	33%
Bookmobile	12,714	18,938	28,407	50%	1190	-12%	5817	0%	20%
Outreach	9,595	7,872	10,234	30%	1110	109%	3298	85%	32%
Active virtual borrowers	1,307	3,536	7,072	100%	912	286%	3185	151%	45%
% of active card users	19.9%	44.3%	77.0%				70.0%		
<b>Program Attendance: Goals 1, 3, 4, 5,6</b>									
Program attendance	16,206	19,338	22,536	17%	2,212	91%	7823	56%	35%
% of population	72.4%	84.8%	98.8%						
WSL	6,611	11,466	12,302	7%	1,102	75%	4525	40%	37%
WSL Adult	674	1,052	1,368	30%	198	29%	753	35%	55%
WSL YA	936	1,120	1,176	5%	27	-18%	220	-57%	19%
WSL Child	5,001	9,294	9,759	5%	877	98%	3552	64%	36%
Outreach	9,595	7,872	10,234	30%	1110	109%	3298	85%	32%
<b>Circulation: Goals 1, 2,3,4,5,6</b>									
Physical circulation	227,592	268,481	323,225	20%	25,696	34%	97874	22%	30%
Phys circ per card user	34.6	33.6	35.2						
WSL	209,518	247,535	297,042	20%	24,137	39%	91707	26%	31%
WSL Adult	104,157	123,973	148,768	20%	11917	32%	46534	28%	31%
WSL Children	105,361	123,562	148,274	20%	12220	47%	45173	23%	30%
Bookmobile	16,828	20,946	26,183	25%	1559	-12%	6167	-15%	24%
Virtual circulation	3,774	13306	26,612	100%	1683	75%	6549	74%	25%
% of physical circulation	1.7%	5%	8.2%				6.7%		
<b>Technology: Goals 1,7,8</b>									
Computer users									
Users	NA	3,446	3,618	5%	493	32%	1676	11%	46%
User Sessions	NA	17,989	18,888	5%	1,592	-6%	5644	-8%	30%
WiFi Usage	NA	NA			3242*		6,166		
Data base usage	NA	8630	9,493	10%	583	-33%	4609	-15%	49%
Homepage visitors	NA	147,432	221,148	50%	17856	78%	70333	53%	32%
Population revised using 2010 Census	21,930	22,369	22,816	at 2% growth from 2010			22,816		

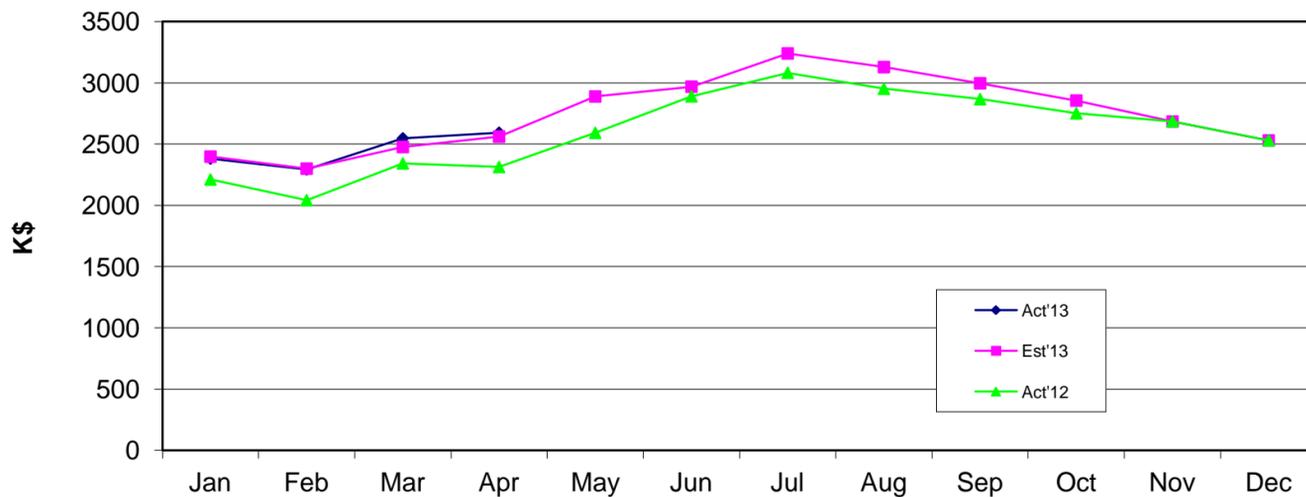
# Clearview Library Fund Balances

April 30, 2013

		Bank and Fund Statements			Balance Sheet
		March	Interest, Purch, Redemp, Checks	April	April
<u>Operating</u>					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$23,418	\$4,437	\$27,855	\$16,316
Colo Trust Prime 4003	0.06%	\$694,183	\$34,972	\$729,155	\$729,155
		\$717,600	\$39,410	\$757,010	\$745,471
<u>Debt Service</u>					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
<u>General Reserve</u>					
Colorado East Bank CD	1.25%	\$238,267	\$0	\$238,267	\$238,267
Colostrust General Fund 4005	0.06%	\$632,758	\$32	\$632,790	\$632,790
		\$871,025	\$32	\$871,057	\$871,057
<u>Capital Reserve</u>					
Colo Trust Prime 4001	0.06%	\$200,656	\$11	\$200,667	\$200,667
<u>Long-Term Building</u>					
Farmers Bank Money Mkt	0.70%	\$229,739	\$94	\$229,833	\$229,833
Colo Trust Prime 4004	0.06%	\$534,473	\$27	\$534,500	\$534,500
		\$764,212	\$122	\$764,334	\$764,334
<b>Total</b>		\$2,553,494	\$39,574	\$2,593,068	\$2,581,528

<b>Weld County Tax Distribution for April deposited in May</b>	\$358,526
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## Cash On Hand



# Clearview Library District

## April 2013 Year-to-Date Results

Revenue	April	YTD	Budget	YTD as % of Budget
General property tax	\$354,690	\$924,426	\$1,739,454	53.1%
Other revenue	\$3,009	\$13,335	\$21,500	62.0%
Specific ownership tax	\$8,956	\$48,670	\$100,000	48.7%
<b>Grand Total</b>	<b>\$366,655</b>	<b>\$986,432</b>	<b>\$1,860,954</b>	<b>53.0%</b>

### Expenditures

Salaries	\$73,682	\$269,129	\$904,055	29.8%
Related expenses	\$16,174	\$59,571	\$229,866	25.9%
Materials/periodicals	\$15,868	\$41,987	\$180,100	23.3%
Bookmobile costs	\$2,909	\$5,240	\$27,160	19.3%
Building costs	\$8,425	\$38,011	\$76,400	49.8%
Capital outlays	\$3,182	\$4,647	\$95,000	4.9%
County treasurer's fee	\$5,160	\$13,937	\$27,550	50.6%
Electronic Databases	\$699	\$699	\$7,600	9.2%
Operating supplies	\$1,158	\$8,606	\$47,200	18.2%
Programming	\$2,944	\$9,876	\$21,000	47.0%
Public relations	\$115	\$4,095	\$20,000	20.5%
Software/tech support	\$9,291	\$31,464	\$101,600	31.0%
Other Expenses	\$3,801	\$16,676	\$122,970	13.6%
<b>Grand Total</b>	<b>\$143,407</b>	<b>\$503,937</b>	<b>\$1,860,501</b>	<b>27.1%</b>

Net Revenues & Expenditures	\$223,248	\$482,495	\$453
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## LIBRARY BOARD MEETING Wednesday, May. 29, 2013 - Minutes

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### CALL TO ORDER

President Vance called the meeting to order at 5:35 PM

### In attendance:

Board Members: David Vance, Scott Wildman, Bev Menke, Brooke Payne

Ann Kling, Director

Jo Anne Hagen, Counsel

### REVIEW OF AGENDA

No changes to agenda.

### DIRECTOR'S REPORT

Director Kling presented information regarding economic development and future revenue possibilities and new and useful services from which the Library may benefit. She pointed out the Crystal Cave, part of the Summer Reading Program and the popularity of the LAT dispensing unit. There is a survey on the Library website which solicits from the public which technology services would be important to the public. She also discussed the impact of the Constant Contact blasts. The Library will extend Friday hours to 8PM beginning on June 7<sup>th</sup>.

### Monthly Statistics

The Library is working to increase new borrowers by contacting new District residents with a personalized letter inviting them to visit the Library, obtain a Library card and become familiar with the Library programs. Director Kling also discussed a variety of upcoming programs including those for persons interested in starting businesses.

The Board discussed methods of measuring wi-fi activity.

### COMMUNICATIONS

One communication regarding cancellation of the Friday night bookmobile stop from an anonymous person.

### STAFF PRESENTATION          Technical Services Staff Presentation

Shari Thompson presented information on the Technical Services Dept. She discussed the new wireless network, increased bandwidth, laptop vending machine for use on the Internet or with Microsoft Office products, and the Library Automation Technology (LAT) Cube which dispenses video games and diminished the hands-on processes in circulating games to patrons.

Matters that are now underway include projects regarding preprocessing, circulation support, on-order records available to patrons, in-house IT support, improving connectivity at Bookmobile, system backup improvements, creation station installation and maintenance and technology upgrades and improvements.

She introduced Michael Ross and Ken Thompson, IT techs who work with Shari to improve the IT capabilities of the Library.

#### PERSONNEL COMMITTEE REPORT

The Library has hired a Youth Service Shelver, Lindsay Savage and a Summer Youth Services Intern, Chelsea Elmore.

#### TREASURER'S REPORT

Treasurer Wildman reviewed the fund balances and advised that expenditures were tracking well with estimates. The Revenue and Expenditures were also tracking well as adjusted for timing of expenditures and income from tax revenue.

#### OLD BUSINESS

Parking Lot Update – The Parking Lot improvements have been completed, directional arrows have been added as well as new parking space lines and caution signs placed at the entrance and within the lot.

#### Review of Proposal for Alternate Board Member

The Board discussed the proposal that the Board add an Alternate position and directed Hagen to obtain information as to the process and use of alternates by the Town of Windsor and RE4 School Board.

#### Long Range Facilities Planning

Director Kling updated the Board on the Long Range Facilities Planning Committee activities and discussion. The next meeting will be held in July, but the specific date is not yet definite.

#### Exploratory Visit to other Library Sites

The Board heard an update on visit to Anythink and Denver Branches and the different approaches to Library space use and arrangements.

#### NEW BUSINESS

The Board conducted its annual Review of Strategic Plan Goals and Objectives

The Board suggested a matrix to assure integrity of the data collected for the Monthly Report and the Strategic Plan to make them useful for planning and programming purposes and noted that the Library is actually exceeding the projections made in 2012.

#### CONSENT AGENDA

Director Kling reported that the Library will join Mountain States Employers Council a firm that assists employers in human resource matters.

Move Menke, second Payne to accept the Treasurer's report.

#### UPCOMING AGENDA

Staff presentation on circulation

Follow-up on strategic goals

Follow-up on alternate proposal

Annual review of investments

Holiday closures for 2014

Bylaw language regarding meeting days.

#### APPROVAL OF MINUTES

Move Wildman, second Menke to approve the minutes.

Unanimous.

ADJOURN

Next Meeting Thursday, June 27, 2013 5:30 PM