



LIBRARY BOARD MEETING Thursday, Feb. 23, 2017, 5:30pm – Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT
COMMUNICATION
MONTHLY STATISTICS

TREASURER'S REPORT

PERSONNEL COMMITTEE REPORT

FOUNDATION REPORT

FUTURE PLANNING COMMITTEE REPORT

REPORTS OF THE LIAISONS

OLD BUSINESS Board Committees (Action)

NEW BUSINESS Presentation by Dan O'Connell and Michael Perischette of RBC(Information)
Review 2017 Goals in Light of 2016 Actuals (Information)
Meet the Foundation Director, Bob Hix (Information)
Approve hire of Design Firm (Action)

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Board Meeting Thursday, Mar. 30, 2017, 5:30pm.



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Thursday, Feb. 23rd, 2017

January was a planning month with many meetings being held to prepare the groundwork for a new library. Library Director Kling and Management Team members Bud Hunt and Casey Lansinger and staff worked with Communication's Consultant, Lisa Relou on determining people and times for focus groups and on survey questions. Focus groups were held in January for Library Board members, Staff, Foundation Board members, adult and teen volunteers, frequent library users and random library users. A survey was sent to over 10,000 cardholders and advertised in the Windsor Now. Early response has been very good, with over 1000 survey completions within the first few days. The survey closes on Feb. 10th. Ms. Relou will be presenting the survey results to Staff and the Board's Communication Committee on March 7th.

Lisa Relou presented a summary of what will steps will be taken in formulating a communication plan and information garnered from the Focus Groups at a meeting on Jan. 31st. Board members Bev Menke and Rochelle Brotsky, Director Kling, Bud Hunt, Casey Lansinger, Dan Spykstra (Wember), Bob Hix (Library Foundation), Michael Persichitte and Dan O'Connell (RBC) were present.

Library Board President, Joann Perko, Treasurer, Ian Whittington and Director Kling met with Project Manager, Dan Spykstra to review the RFP for design firms. The RFP was released and a tour of the property and current library was conducted. Interviews of short-listed firms will be held in early February.

Board members Joann Perko and Bev Menke and Library Director Kling had a preliminary meeting with Dan O'Connell and Michael Persichitte of RBC. Mr. O'Connell and Mr. Persichitte will presenting at the Feb. 23rd Board meeting.

The Library Foundation interviewed Bob Hix for the position of Foundation Director. Mr. Hix was hired and started on Jan. 31st.

The Library Foundation honored Vince Murphy at Pelican Lakes restaurant for his generous donation to fund the Kathy Murphy Author Series in memory of his wife, Kathy Murphy who was a former director of the Windsor Severance Library District. Members of the Windsor Community Foundation were in attendance along with the Foundation Board and Director Kling.

Director Kling filed the Three Year Comparative Budget with the Colorado Dept. of Local Affairs.

Monthly Reports of the Managers and Supervisor

Adult Services, Children's Service and Outreach — January, 2017

Casey Lansinger, Public Services Manager (Adults, Teens, Children and Bookmobile)

Overview:

January was an exciting month for the Public Services Team. We saw impressive (some even record-breaking) numbers in a few popular programs. Monica Gould's Whimsical Wobblers saw a record 68 attendees on January 27th. The increasingly popular Tween Lock-In, led by Resa Mai and Amy McFadden, reached 33 attendees, with 7 kids on the waiting list (and we were told at the event that it was the talk of Mountain View Elementary School, with several kids even coordinating matching onesie pajamas that they showed up in). The Nuance Chocolate program, hosted by our Adult Programming team, saw 38 attendees. One patron that attended this program said, "I just wanted to let you know I am grateful for the adult programs. I learn so much. You are making me branch out. I will never eat plain, commercial chocolate again!" Finally, Family Bingo Night in Severance, hosted by Kat Sharp and Katie Northern, saw 54 attendees on January 27th. A loyal Severance patron told Kat that Family Bingo Night was, "a good way for the little ones to learn their numbers and letters."

January also saw a few new endeavors, including a new partnership and a new program. Anthony Perez, Outreach Assistant, presented to a local Boy Scout troop on January 24th; he highlighted the library's Explore Kits, 3D printer, and our popular Maker and Coding programs. The kids were beyond impressed with the Guitar Kit and Microscope Kit. Further, Kat Sharp, Children's and Outreach Librarian, will be working with the troop for our upcoming Story Walk project; more to come on this exciting endeavor in a future report. Early Literacy Librarian Andrea Cleland started a new program on January 25th, Bedtime Yoga, and saw 26 attendees at her first session. Kids came in their pajamas and thoroughly enjoyed following along as Andrea guided them through some easy and relaxing poses.

Additional Highlights:

Adult Services & Programming

- January saw the successful roll out of two collaborative programs with Jax Mercantile; a winter hiking program and an ice fishing program. The presenters for both programs were highly knowledgeable and enthusiastic. Future programs with Jax are in the works.
- Jason Boak continues to work with High Hops in preparation for our upcoming Pub Trivia Night (to begin in June). We are excited about this new partnership and are looking at other public libraries that have offered Pub Trivia to better inform our process.
- Marsella Johnson, along with Casey Lansinger, attended the ribbon-cutting for the new twin retirement homes at Good Samaritan.
- Adult Services is busy planning a DIY Fair to coincide with the summer reading theme of "Build A Better World."

Bookmobile / Outreach

- Christy Olsen and Tucker Valentine are working additional avenues with their bookmobile stop, initiating communication with the groups at Windsor Charter Academy to increase numbers at that particular stop.

- Christy, Resa, and Cari began planning Bookmobile Day for May. They are changing things up this year (including a new venue); details to come in a future report.
- Resa, Tucker, and Brittany attended the CATS (Colorado Association of Libraries Teen Services Division) workshop on January 30th in Colorado Springs.
- All Bookmobile staff participated in sending a thank-you note to a regular patron/family this month.
- Christy Olsen has now taken over all Exchange Shelves. We lost one shelf with the closing of Nana Bea's, so Christy is looking around for another Exchange Shelf location.
- Kat Sharp hosted a successful 'Elephant and Piggie' program in Severance, celebrating popular children's author Mo Willems' many amazing characters. The kids read, made puppets, put on a puppet show, ate ice cream, and played together.

Youth Services & Programming

- Family Video Game Night returned on January 11th. This was added back to our program calendar after several patrons requested it specifically. Katie B., Customer Service Specialist and video game enthusiast, led the event. We had 13 total attendees and we'll offer this program again in March.
- A total of 33 tweens participated in the Tween Lock-In/Escape the Room program on January 20th, hosted by Resa Mai and Amy McFadden. The tweens enjoyed the Escape the Room activities, as well as a mannequin challenge and zombie tag.
- Amy McFadden hosted Iron Chef: Rice Krispie Challenge on January 18th. A total of 29 attendees participated in creating colorful works of edible art.
- Karen Deane's new session of Reading Bugs began on January 18th and features *Beezus and Ramona*.

Early Literacy Services & Programming

- Our annual Family Literacy Night event, called Fun with ABC's and 123's and led by Andrea Cleland Amy McFadden, Monica Gould, and Karen Deane, was hosted on January 28th and saw 57 total attendees. We enjoyed watching families interact with various stations, each one relating to one of five early literacy practices.
- Little One's Body Art was held on January 10 & 14th in Windsor, and on January 12th in Severance. Children and their adults created art by making hand and foot prints into animals and objects with paint and wiggle eyes. 51 participants showed up for the program on the 14th!

Teen Programming & Services

- The Teen Poetry Slam was hosted at a coffee shop this month and saw successful numbers; Brittany plans on hosting at the coffee shop again.
- Presented a hot chocolate bar at WHS BAM; clearly this was a hit as 80 total teens visited the book cart.
- Brittany met with Christy from WHS to develop a collaborative project for Christy's Media Class. They will work on a video for the State Library Teen Video Challenge. Further, Brittany also met with Jo Cochran, also at WHS, to discuss her Media Class creating a promotional video for the library's new database Learning Express Library.

Casey's Managerial Duties and Professional Development Activities

- Led bi-weekly Summer Reading Program meetings with all public services staff. We are approaching SRP differently this year, focusing on giving participants plenty of engaging choices and capitalizing on our theme of "Build Your Own Summer Adventure."
- With the assistance of Ally Garcia, I completed four evaluations during the month of January for employees Cari Borchert, Heather Montgomery, Andrea Cleland, and Brittany Dolezal.

- Viewed a webinar, along with Adult Services Librarian Jennifer Bradley, and demoed a new business database, AtoZ, to consider for the library in the future.
- Watched a webinar for Project Outcome, a free online toolkit designed to help public libraries understand the outcomes and impacts of library services and programs; considering implementing this after 2017 SRP.
- Attended a meeting with Andrea Cleland, Kat Sharp, and Ann Kling about CLD's efforts to promote 1,000 Books Before Kindergarten.
- Helped out at our Fun with ABC's and 123's Early Literacy Night on January 28th.

IT/Technical Services –January, 2017

Bud Hunt, IT Manager

January has been a largely uneventful month in terms of new projects - development and implementation continues with Communico and Collection HQ, while our refreshed laptop kiosks see plenty of use.

Our tablet kiosks are in the middle of a rebuild of their own, as we have removed the tablets from the kiosks in order to redesign the way they are managed. Recent updates to Apple's iOS have necessitated that, to ensure patron privacy, we handle those tablets differently.

In addition to regular duties, in the month of January, the IT & Tech Services team:

- Deployed Flipster as our new digital magazine repository
- Assisted in the release and configuration of Learning Express, a new database of learning resources and practice exams
- Removed, decommissioned and recycled ewaste and end of life machines
- Continued to explore MDM tools for tablet management in the library for patron and staff use
- Managed a small update to the library's ILS
- Added several new explore kits to our collection, and hosted an event for exploring our kits and seeking input on new kits to add to the collection
- Continued to work on data input for Communico and Collection HQ implementation
- Began our 90 day trial with Unique Management Solutions

Interlibrary Loan Statistics – January

	SWIFT	ILL	Total
ILL's Borrowed	162	32	194
ILL's Returned	32	29	61
ILL's Lending	52		
CLD ILL's Lending	1		
ILL's Returned	39		
CLD ILL's Returned	2		94
Courtesy Received	7		
Courtesy Returned	35		42
		Total Courier:	391

Circulation Services – January, 2017

Nathan Triz, Circulation Supervisor

Overview:

- Staff said farewell to Donna Reiser who retired after 30 years of volunteering at the library. Some wrote personal letters to her that were delivered in person to her house. Her humor, helpfulness, and dedication will be missed.

Department Projects:

- Katie Bubnich and Nathan ran a revitalized all ages program, Family Video Game Night, in coordination with Heather from Youth Services. This program will run 4 times/year, with Katie B. and perhaps a shelver assistant, to satisfy the demand from parents and kids for video game programs that are for kids, and to introduce new gaming systems and games to those who may not have the opportunity elsewhere.
- Through reproducing and distributing marketing materials and instructions, self-training, and discussions at meetings, the Circulation Department assisted in the launch of two new databases to the library, Flipster and Learning Express Library.
- Configured all circulation workstations to be uniform in setup: barcode scanners on the right, printer and bibliotheca pad on left, monitor in center. This will ease transitioning from station to station throughout the day.
- Katie B. updated the PhoneTree procedure to reflect the upgrade to Windows 10
- We created temporary library card templates for writing down patron library card numbers, instead of issuing guest passes for forgotten cards.

Department Displays:

- Tax forms and instructions - as a side job stocked by Chelsey mainly and other CSS if needed
- Best books of 2016 - from the Amazon top 100 books of 2016 list.
- Chelsey initiated and curated a '5th tab' of the scrolling list displays that appear on our catalog featuring new and unique, non-traditional library materials.

Staff Development:

- New hire, Karen Schaefer, began and went through training primarily with Nathan but also mentored by many Customer Service Specialist staff. Kareb was introduced at January board meeting.
- Steven Davis and Aimee Mooer have taken on additional responsibilities. Steven began proctoring tests and Aimee has been trained on more aspects of disc repair, case replacement, cover reprinting etc.
- Melody Gallagher has taken over newspaper archiving.

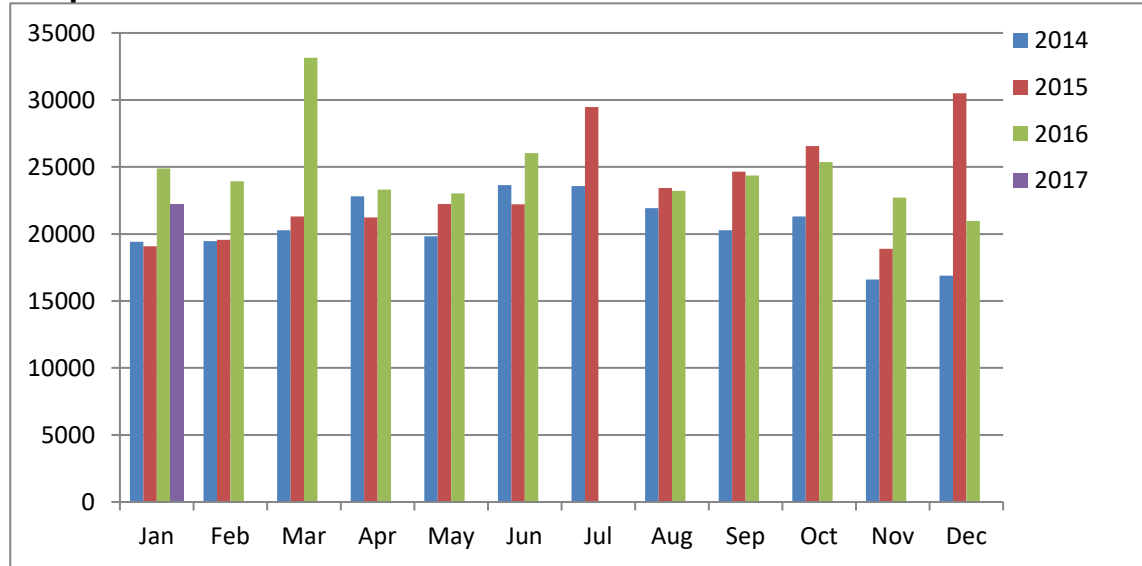
Nathan's Additional Side Projects:

- Did an extensive basement cleaning/sweeping/organizing over a weekend.
- Worked with Bud and his team on launch details for Communico and Unique Collections

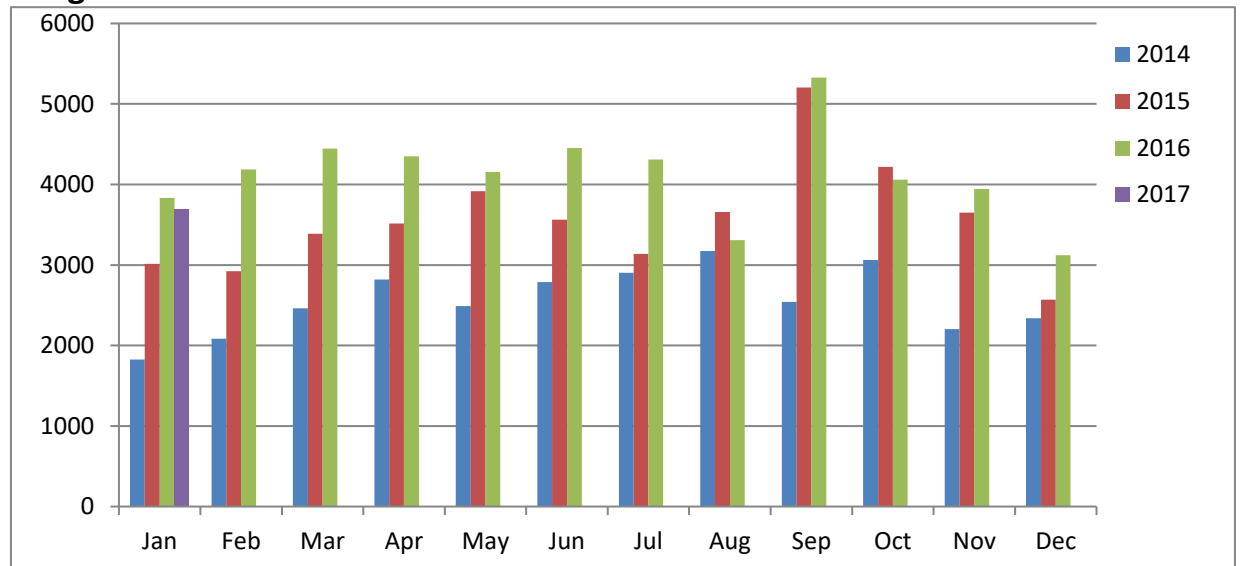
Jan@ the Clearview Library District

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of</u>
					<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	
People Served	246,018	279,147	270,986	284,535	22203	-11%	22,203	-11%	8%
				5%					
Program Attendance	30,700	41,936	49,505	50,990	3697	-4%	3697	-4%	7%
				3%					
Items Borrowed	322,391	346,199	350,689	368,223	29649	5%	29,649	5%	8%
				5%					
Computers and Technology									
Computer Users	5,881	7,785	7,181	7,190	550	1%	550	1%	8%
Sessions	22,192	22,209	21,397	21,400	1730	11%	1,730	11%	8%
Wifi Use		5,430	7,269	7,635	687	16%	687	16%	9%
				5%					
The Virtual Library									
Borrowers	7,928	9,736	10,611	11,672	885	-8%	885	-8%	8%
				10%					
Ebooks Borrowed	12,252	16,333	16,734	18,407	1413	-19%	1,413	-19%	8%
				10%					
Other ematerials	31,008	36,603	35,529	37,305	4011	20%	4,011	20%	11%
				5%					
Database Searches	13,928	16,282	30,123	33,135	5095	-25%	5,095	-25%	15%
				10%					
Homepage Visitors	238,418	237,296	228,114	239,519	21265	-10%	21,265	-10%	9%
				5%					

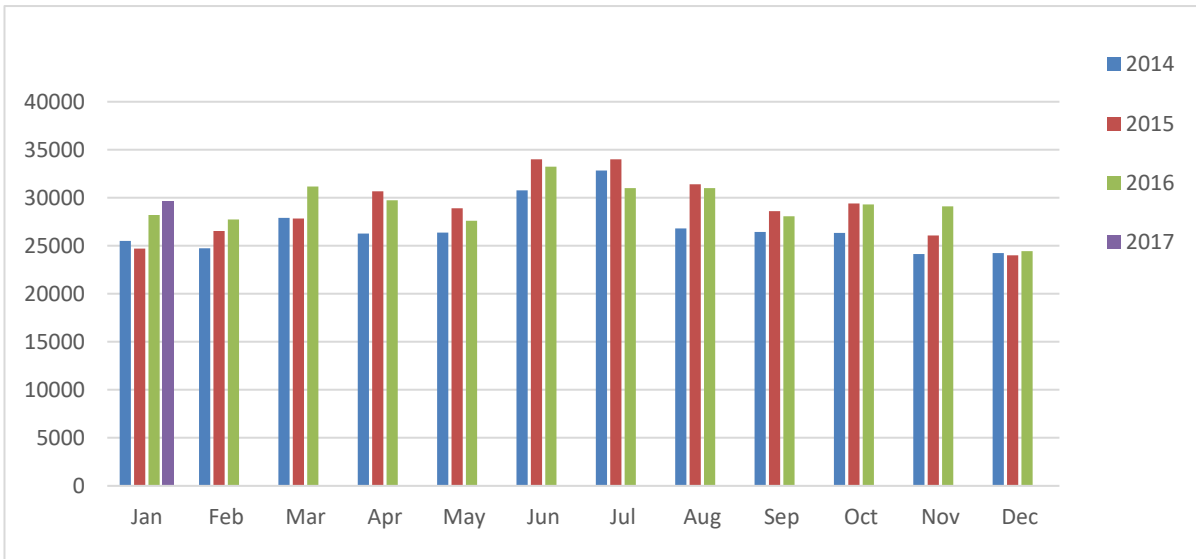
People Served



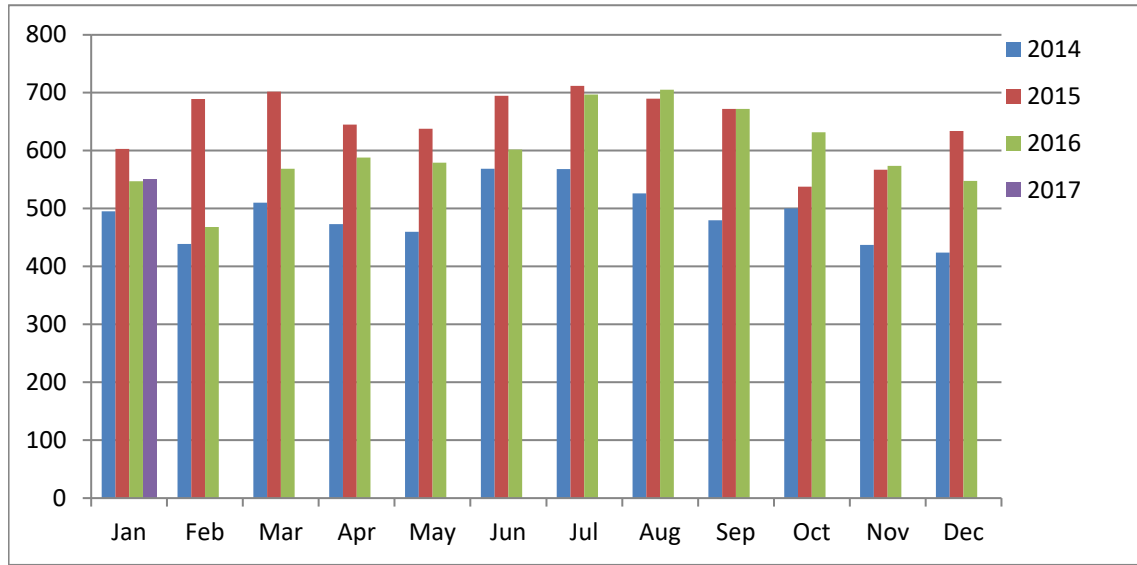
Program Attendance



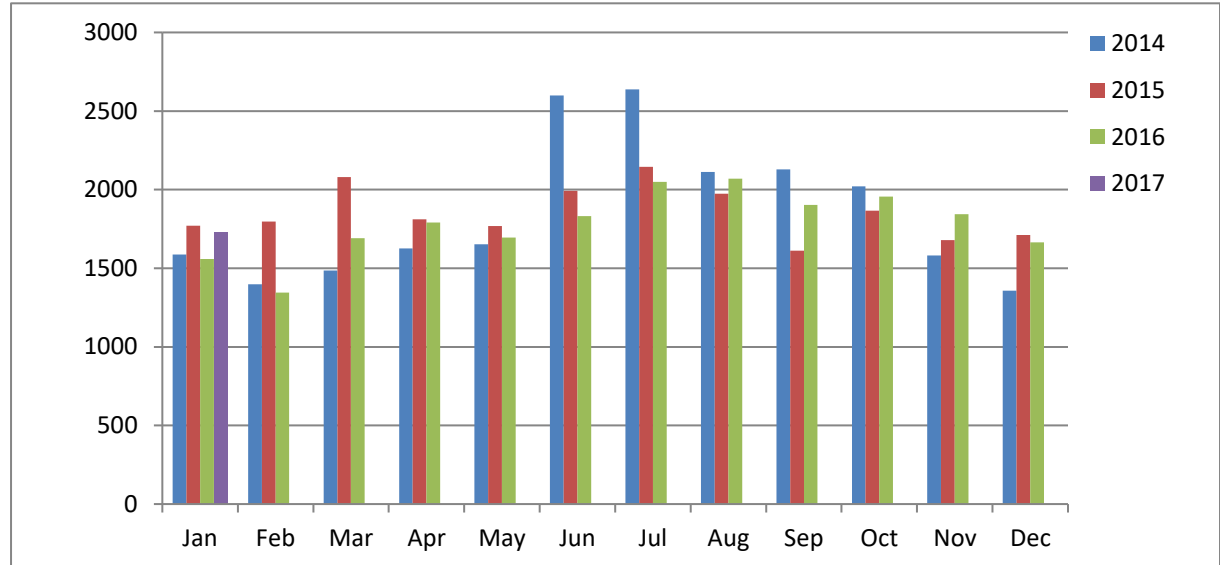
Items Borrowed



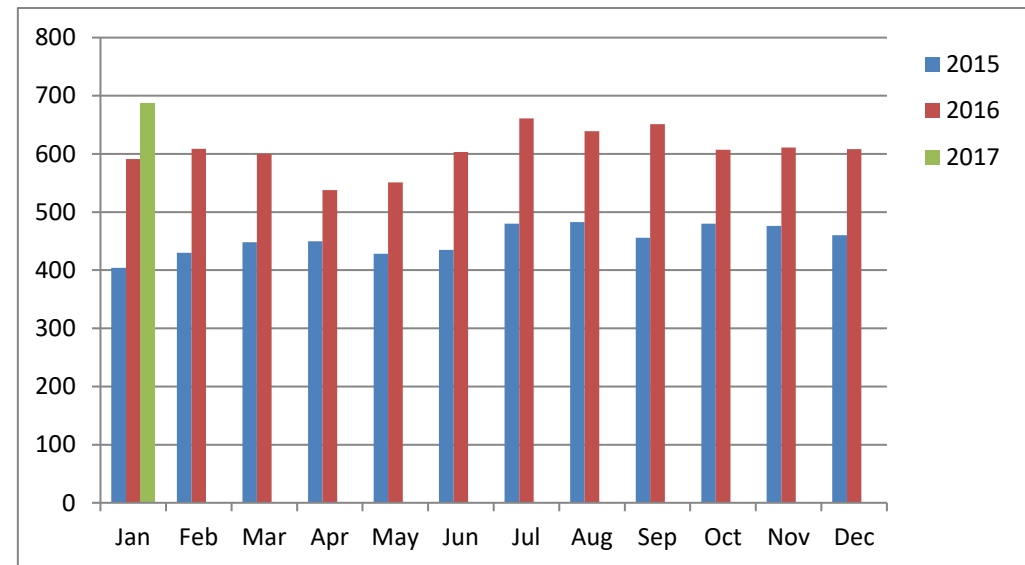
Computer Users



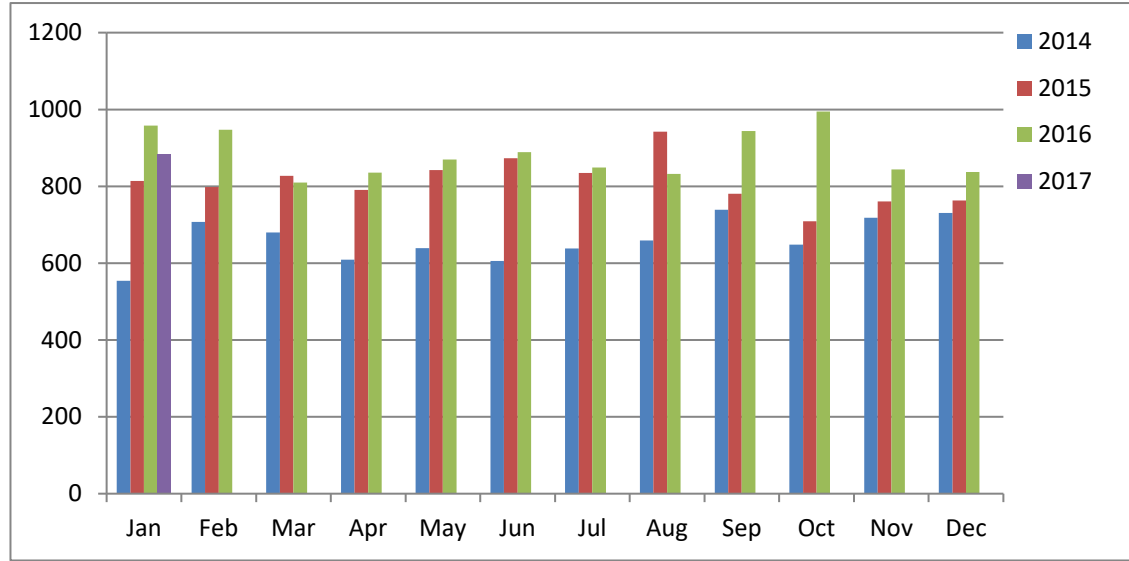
Sessions



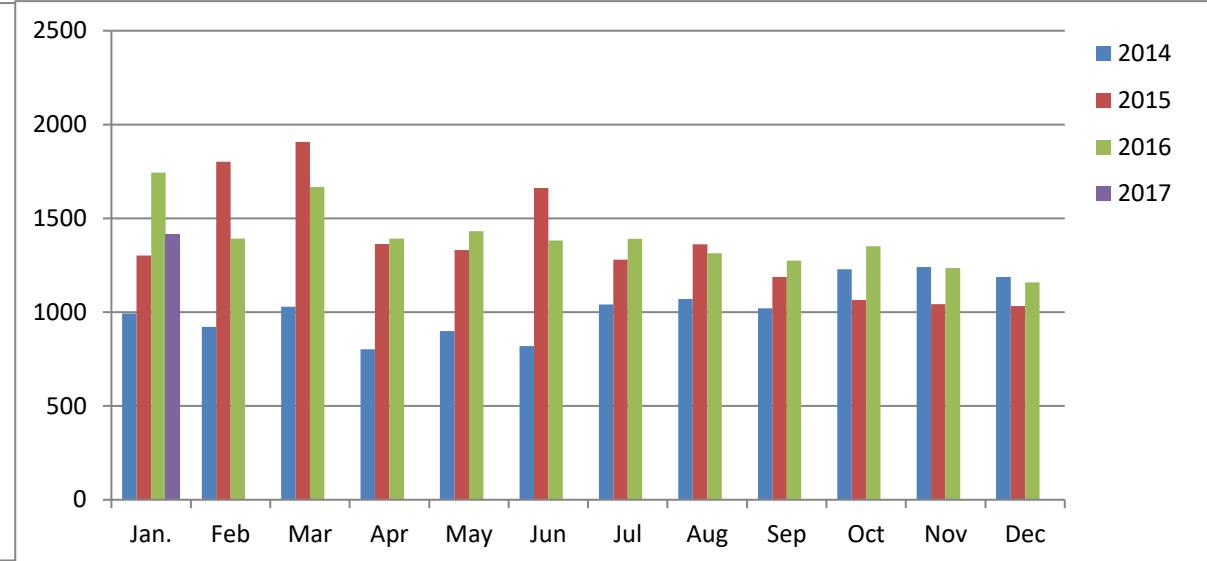
WiFi Users



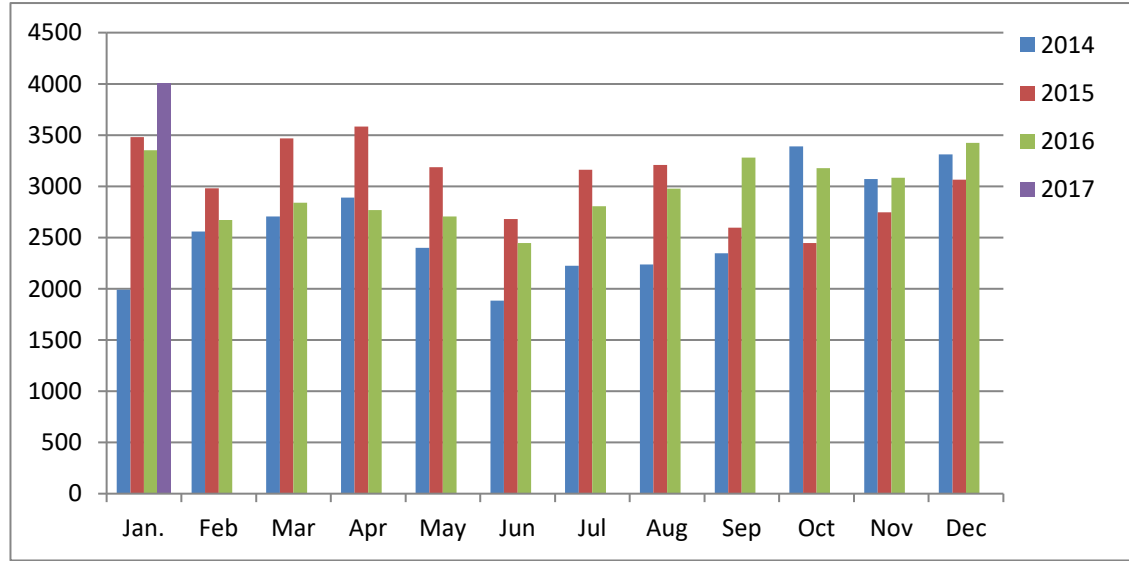
Virtual Borrowers



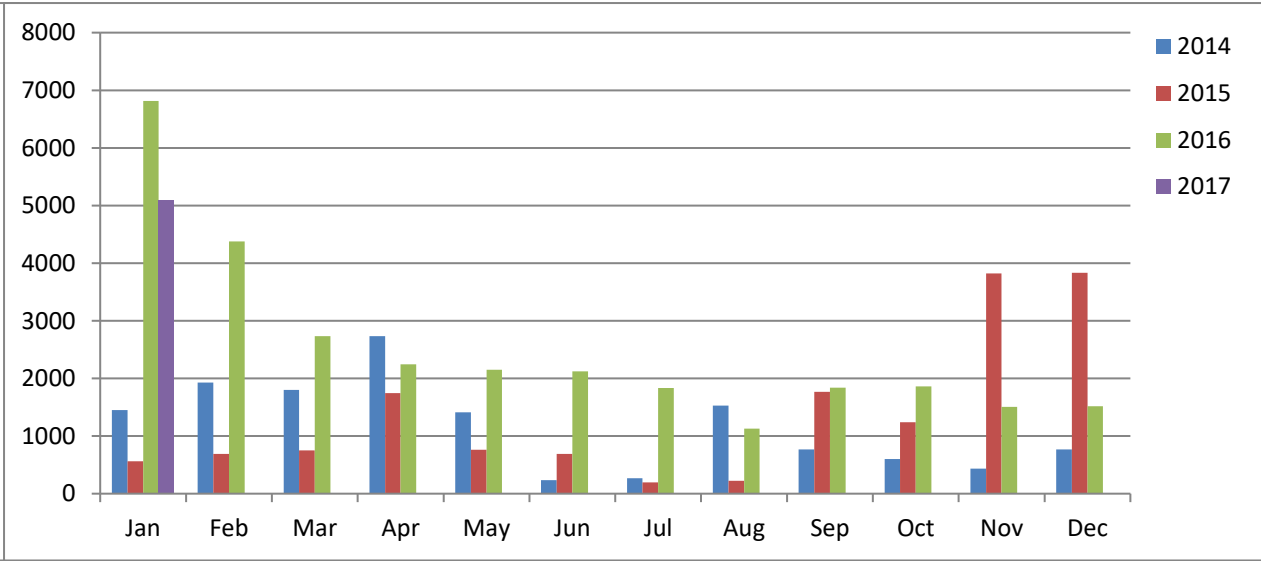
E-book Circulation



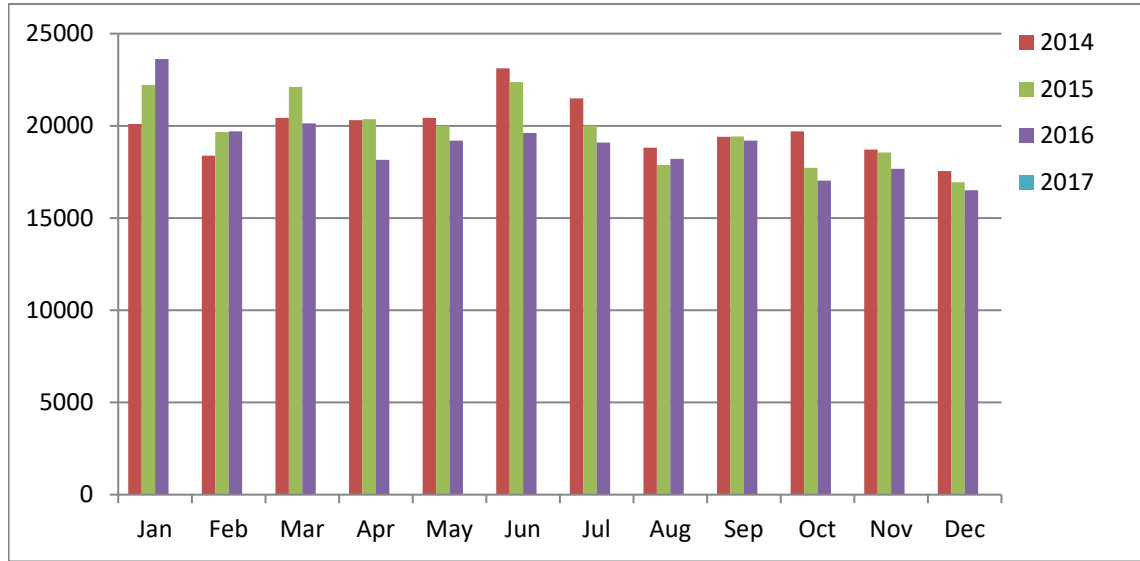
Other E-materials



Database Searches



Homepage Visits



Clearview Library Fund Balances

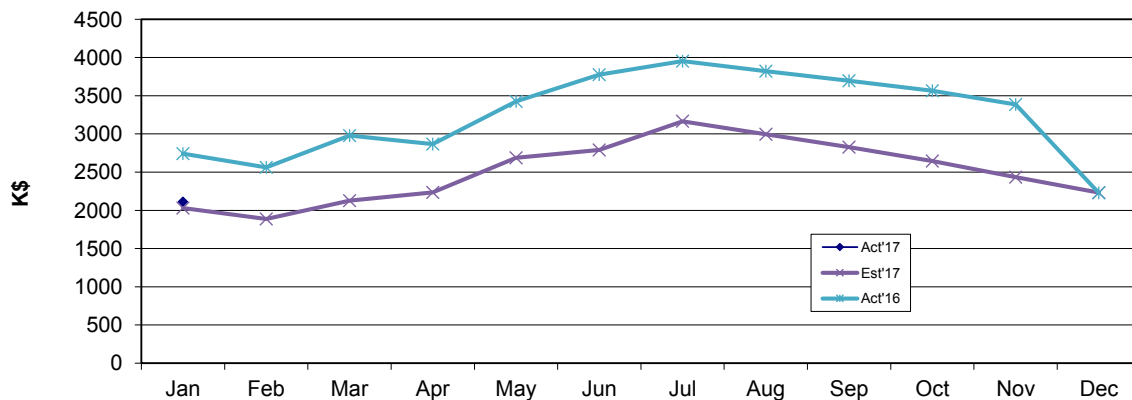
January 31, 2017

		Bank and Fund Statements			Balance Sheet
		December	Interest, Purch, Redemp, Checks	January	January
<u>Operating</u>					
Bank of Colorado	0.00%	\$92,010	\$128,106	\$220,116	\$207,136
Colo Trust Operating 8003	0.13%	\$812,979	(\$263,927)	\$549,052	\$549,052
		\$904,990	(\$135,822)	\$769,168	\$756,188
<u>General Reserve</u>					
Colorado East Bank CD	0.45%	\$0	\$0		\$0
Colostrust General Fund 8005	0.13%	\$638,290	\$496	\$638,786	\$638,786
		\$638,290	\$496	\$638,786	\$638,786
<u>Capital Reserve</u>					
Colo Trust Capital 8001	0.13%	\$205,030	\$159	\$205,189	\$205,189
<u>Long-Term Building</u>					
Farmers Bank Money Market	0.50%	\$234,432	\$159	\$234,592	\$234,592
Colo Trust LT Building 8004	0.13%	\$276,885	\$215	\$277,100	\$277,100
		\$511,317	\$374	\$511,692	\$511,692
Total		\$2,259,627	(\$134,792)	\$2,124,835	\$2,111,855

Weld County Tax Distribution for Jan deposited in Feb	\$10,499
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General Property Tax Revenue	Jan		\$33,385
Specific Ownership	Jan		\$12,843
Interest on Deliq taxes/other	Jan		(\$31)
Treasurer's fees	Jan		(\$501)
			\$45,696

Cash On Hand



Clearview Library District

Revenue and Expenditures

Jan. 2017

Row Labels	Jan 17 Actual	2017 Actual	2017 Budget	% of Budget Used
Revenue				
General property tax	33385	33385	2,440,328	1%
Other revenue	5247	5247	53,948	10%
Specific ownership tax	12843	12843	140,000	9%
Revenue Total	51474	51474	2,634,276	2%
Expense				
Bookmobile costs	1739	1739	15,000	12%
Building costs	10299	10299	80,000	13%
Capital outlays		0	140,000	0%
County treasurer's fee	501	501	36,560	1%
Electronic Databases	1147	1147	13,250	9%
Materials/periodicals	16454	16454	212,000	8%
Operating supplies	1927	1927	30,000	6%
Other Expenses	-69064	-69064	274,350	-25%
Programming	2063	2063	43,000	5%
Public relations	2134	2134	50,000	4%
Related expenses	25876	25876	325,818	8%
Salaries	103069	103069	1,307,342	8%
Software/tech support	13820	13820	102,500	13%
Expense Total	109965	109965	2,629,820	4%
Net Income	-58491	-58491	4456.34	-1313%