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## LIBRARY BOARD MEETING Tuesday, Jan. 24<sup>th</sup>, 2012

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CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

OLD BUSINESS

Meeting Room Policy  
Severance Library  
Interlibrary Loan Policy  
Merit Increases and Evaluations

NEW BUSINESS

Request to Hire  
Location of Drop Boxes  
Election of Board Officers and Committee Assignments  
Board Evaluation  
Location for posting public notice of meetings  
Review public access to information (web site, book at desk)  
Finalize Director Goals for 2012  
Discuss Art Show  
Plan for Strategic Planning Workshop  
Plan for Long-term Planning Committee

CONSENT AGENDA  
UPCOMING AGENDA  
APPROVAL OF MINUTES  
ADJOURN, Next Meeting Tuesday, Feb. 28, 2012



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## LIBRARY BOARD MEETING MINUTES

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Tuesday, Jan. 24<sup>th</sup>, 2012

CALL TO ORDER President Vance called the meeting to order at 5:30 P.M.  
The following Board and Executive Staff were present:

<b>David Vance</b> President
<b>Kelly Hall</b> Vice President
<b>Scott Wildman</b> Treasurer
<b>Joann Perko</b>
<b>Tempy Bowman</b> RE-4 School District Representative
<b>Bev Menke</b>
<b>Ann Kling</b> Director

### PUBLIC INPUT

No public input on non-agenda items.

### REVIEW OF AGENDA

Approved by consensus.

### DIRECTOR'S REPORT

Presented by Director Kling

Monthly Statistics

Report on Year End 2010 Goals and Start of 2012 Goals presented by President Vance.

### TREASURER'S REPORT

Treasurer Wildman presented the Treasurer's Report for December 2011.

### COMMUNICATIONS

Director Kling reported on the filming of library overview.

## OLD BUSINESS

### Meeting Room Policy

Director Kling suggested the need for clarification of “charitable” non profit vis-à-vis the Meeting Room Policy. Moved to amend the language of Meeting Room Policy state that non-profit charitable means the organization has a 501(c) IRS classification. Move Wildman, second Perko. Unanimous.

### Severance Library

Director Kling discussed the feasibility of a Severance Branch including the steps for opening the branch and the costs required. President Vance suggested that this matter may be brought to a vote at the February Board Meeting to give the community time to review the proposal and assess budget impact (\$60,000 to \$80,000). The information regarding the proposal will be posted on the Library Website, in other media and presented to the Severance Town Council.

### Interlibrary Loan Policy

Tabled for future meeting

### Merit Increases and Evaluations

President Vance discussed the rating system and merit program for employees. The Merit Matrix reflects the employee’s performance and position in the salary range for his/her job title or salary group. The Matrix included increases from 2-6%, and the result of applying the matrix resulted in thirteen employees receiving a 5% increase, four employees receiving a 4% increase, eight employees receiving a 3% increase with an average increase of 3.8% increase which represents a \$23,000 increase in salaries. Moved Hall, second Wildman to approve the Merit Increases as presented. Unanimous.

## NEW BUSINESS

Request to Hire –Recommended by Vice President Hall to post the following jobs: One Outreach Assistant, two Circulation Assistants and one Special Projects Coordinator. Move Menke, second Perko to approve these new positions. Unanimous.

### Location of Drop Boxes

Director Kling discussed the placement of drop boxes in locations in Windsor and at the proposed Severance Library. Library will post this question for public input on the Website and in the newspaper and other media. Move Hall, second Perko to approve the purchase of one drop box the location to be determined. Unanimous.

### Election of 2012 Board Officers and Committee Assignments

Proposed Candidates:

President - Vance

Vice President – Hall

Secretary/Treasurer – Wildman

Audit Committee Chair – Wildman; Member: Perko

Personnel Committee Chair – Hall; Members: Menke, Vance

Move Menke, second Hall to accept the above recommended officers and committee assignments for 2012. Unanimous

Move Hall, second Wildman to appoint Perko as the alternate co-signer in the absence of the Treasurer or Director for checks in amounts above \$5000.

## Board Evaluation

Treasurer Wildman reviewed the Board Evaluation process and responses for 2012.

## Location for posting public notice of meetings

Recommended by Director Kling: Posting at the Library (official site) and in Bookmobile, in three local newspapers and on the Library Website. Move Perko, second Hall to approve official and auxiliary sites for posting Library notices.

## Review public access to information (web site, book at desk)

Director Kling reported on access to public information at the above locations. The Website is the primary site for public information.

## Finalize Director Goals for 2012

Director Kling reviewed updated goals for 2012. Wildman approved, Hall second the Director Goals for 2012. Unanimous.

## Discuss Art Show

Becky Racque explained that the art show has been moved to March 8 through April 10; Ms. Racque presented an overview of the 2012 Show.

## Plan for Strategic Planning Workshop

President Vance discussed using a consultant to assist in preparing a strategic plan with community, staff and Board input. Requested that Director Kling work with the Consultant June Garcia to develop a proposal (not to exceed \$15,000) for approval at the February meeting. Formation of the Long Term Planning Committee will follow completion of the strategic plan.

## CONSENT AGENDA

Move Wildman, second Perko to accept financial reports.

## UPCOMING AGENDA

Interlibrary Loan Program

Severance Branch

Consultant for Strategic Planning Workshop

Report on meeting with Architect on bookmobile garage.

## APPROVAL OF MINUTES

Move Perko, second Hall to approve the minutes. Unanimous

ADJOURN at 7:20 P.M.

Next Meeting Tuesday, Feb. 28, 2012

Recorded by Jo Anne Hagen, Esq.



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## DIRECTOR'S REPORT    LIBRARY BOARD MEETING    Tuesday, Feb. 28, 2012

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The big news for January is the 25% increase in circulation over January of 2011. The addition of popular dvds and an increase in the number and variety of music cds combined with more best-sellers is definitely a factor in the increase.

The Director started the month off by attending the Windsor Book Club's monthly meeting. This delightful group of ladies, who have been meeting for years, are definitely book enthusiasts and are very interested in having the library book author visits in 2012. On Jan. 17<sup>th</sup>, the Director was invited to the monthly Daughters of the American Revolution meeting where she spoke about library services available to the community. The Director was also pleased to be invited to a meeting at Town Hall of a newly formed group on economic development. The group will meet bi-monthly. On the same day, there was a meeting of the Front Range Library Directors at the newly remodeled Loveland Library. The Director also attended a meeting of the Common Read participants at the Berthoud Library. This year's title is *Unbroken* by Laura Hillenbrand.

### January Highlights -

The Managers conducted annual evaluations of the staff.

Kendra Miller and Andrea Cleland gave a presentation at the Greeley Daycares Assn meeting on Jan 31. Andrea Cleland spoke on early literacy; Kendra gave a presentation on the bookmobile and its services. Kendra and driver Dennis Bruns gave tours of BoMo. Thanks to Kendra for organizing this event.

A parenting collection was created within Youth Services in an effort to make it more convenient for parents to find helpful material while not straying too far from their children.

Programming Highlights of the past few weeks:

Brad Vogler and Christina Hernandez taught ebook/e-reader classes. The classes were offered over a three week period, taught twice a week with a day and evening session. Patrons can't seem to get enough of these classes.

Zentangle continues to be a very popular program. 19 people attended a class on Participants asked for additional classes. The Director even tried her hand at it!

The Youth Services Dept. held the first of the Friday the 13<sup>th</sup> Film Lock-ins, showing Alfred Hitchcock's "The Birds". The Film lock-ins will be held in each month in 2012 that has a Friday the 13<sup>th</sup>.

Up Next:

- Bookmobile DVD night at McDonald's/ Loaf n Jug, Feb. 24
- Academy Award Contest
- Celtic Music Program
- New cd shelving
- Art Show

## Monthly Reports of the Managers

### Adult Services: January, 2012

Assistant Library Director

Encompasses: Adult Services, Circulation, Reference

January 31, 2011

#### STAFF

Staff received performance evaluations. Staff are completing goal setting for 2012.

All staff attended a Circulation meeting. Circulation staff now have a designated team leader for weekday evenings.

Staff phone answering schedule and FAQ doc created. This schedule has been extremely helpful.

I participated in Envision Ware webinar to investigate public computer management.

#### COLLECTION

Weeding has begun in the Ref collection and weeding continues in non-fiction.

Investigation ongoing for Standing Order Plan with Midwest for dvd's and music cd's, possibly also audio books on cd. This will streamline and simplify ordering dvd's and cd's.

Transparent Language database has been discontinued due to lack of patron use. Mango Languages database will be reviewed.

## PROGRAMMING

Two Book Clubs meet once per month with average attendance of 30 (both groups).  
Zentangle Family Program - 19 attended  
Dust Bowl film presentation "King Kong" - 4 attended

## MISCELLANEOUS

The Library was closed one day due to inclement weather and road conditions.

## UP NEXT

Complete redistribution and weeding Ref collection.  
Complete set up activities with Midwest for media standing order purchasing.  
Conduct interviews and hire two Circulation Assistants.

## Outreach Services - January, 2012

Cari Borchert, Outreach Specialist

Cari Borchert managed the Windsor Charter Academy stop and communications - requesting and ordering material to meet students' needs.

Cari continued making in-home visits at both Bright Assisted Living and Governor's Farm, bringing requests, placing holds and tracking down material as requested by home-bound patrons.

She also conducted monthly story times at Windmill Child Enrichment Center centered on "Winter" and "snowmen for 2 classrooms of toddlers and one classroom each of Jr. Preschool, Pre-K and Kindergarten

Lead the Windsor Middle School book clubs - Sixth graders are group-reading Fablehaven - we are reading on our own and selected chapters together in our gatherings. 7<sup>th</sup> graders read "Middle School; Worst Years of My Life" by James Patterson with poor reviews - this book is really tailored for "younger" readers. Eighth graders group-read "The Giver" by Lois Lowry with a great discussion on January 27.

Kendra Miller, Assistant Department Head, Outreach

### Special Events:

Organized participation at Greeley Daycares Assn meeting on the eve of Jan 31. Andrea Cleland gave a presentation on Early Literacy; Kendra gave a presentation on the



bookmobile and its services (see end of this report). Kendra and Dennis gave tours of BoMo.

Established prototype for Friday Night Flicks. Loaf & Jug, McDonald's, and Wells Fargo will support us in our efforts to attract the community to the BoMo on the eve of Feb 24<sup>th</sup>. They will provide parking, marketing, and freebie snacks. Drafted an article for the Beacon and Windsor NOW promoting our test movie-rental stop. They will run the article at least twice each before the 24<sup>th</sup>.

BoMo maintenance:

Found and purchased shelving for DVDs. Materials cost \$55 in place of MSV's bid of \$7800.

Planned and conducted Book Club at Good Sam on a bi-weekly basis Emphasis on female explorers and famous horses.

Reader at Good Sam on a bi-weekly basis Selections from Patriotic America, by Caroline Kennedy and The Book of Virtues, by William Bennett filled our docket this month.

Planned and performed weekly story times at KinderCare and Kids Haven Selected books and activities commensurate with the kids' ages (1-2 yr olds, 3-4 yr olds, 5-6 yr olds) and in accordance with the learning themes at both daycares. Sign language activities continue to present an enjoyable challenge for the kids and me.

Technical Services – January, 2012

Prepared by Shari Thompson  
Head of Technical Services

Highlights

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.

Brad Vogler and Christina Hernandez taught ebook/e-reader classes. These classes were successful and were offered over a three week period, taught twice a week with a day and evening session. Brad also estimated that through the month he had helped 15 to 20 individuals with questions concerning ebooks/e-readers.

Shari Thompson, Brad Vogler, and Christina Hernandez attended a webinar to begin exploring online fine and fees payment software. This webinar featured Envisionware.

Hannah Jamieson imported and cataloged 2,624 OneClickDigital marc records into our database. This completes the conversion of the Netlibrary website to the new and improved OneClickDigital website. This will allow patrons to search our catalog for titles offered by OneClickDigital.

Shari Thompson continued to develop two popular collections, music and movies. To address demand, Shari has now begun adding DVDs and music to the bookmobile. Shari began a column called Shari's pick to highlight movies in our collection. This column was posted to the library's website and blog.

Shari is implementing improved report usage so that the library can gain a better understanding of patron usage of our services.

## Youth Services: January, 2012

### Highlights

- Storytime themes: The Letters A-E, Mice, In the Snow, Music and Movement, and Nursery Rhymes.
- The early literacy computers were upgraded.
- A new public desk schedule was implemented.
- Two annual reviews were performed.
- Andrea Cleland was promoted to Early Literacy Librarian.
- The department met twice to plan for 2012 programming and the summer reading program.
- We offered a "You Choose the Next Caldecott" contest. 14 patrons participated.
- Andrea presented about Early Literacy at the annual meeting of the Greeley Daycare Association.
- The J VHS collection was weeded, allowing a much-needed shift in the J DVDs.
- Andrea and Hillary worked with adult services to weede the 630's and 649's, respectively.
- A parenting collection was created within Youth Services.
- Youth staff attended 3 webinars this month.
- 15 volunteers contributed 44.5 hours of time.

## Displays

Children's - Winter, Caldecott Award Winners, Wheels, Colors

Juvenile - Martin Luther King Jr, Royal Reads

Young Adult - Cool Reads, Blinded Me With Science

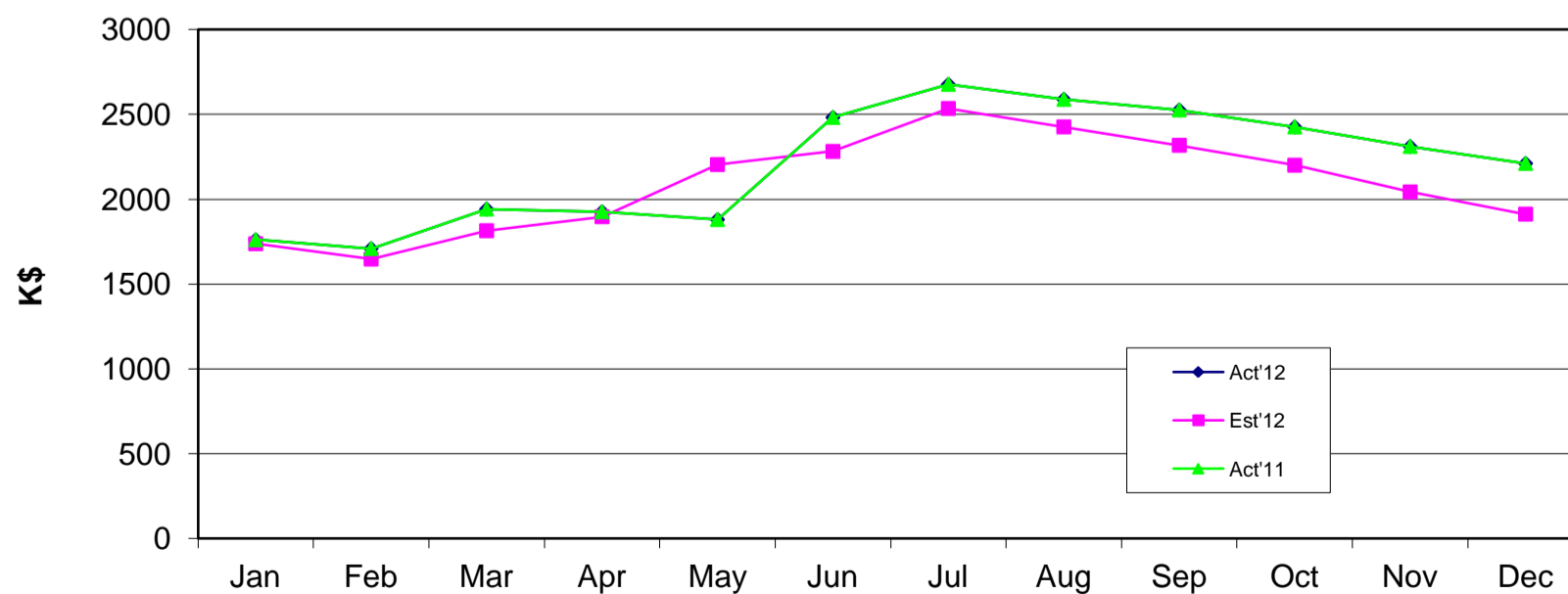
Other - Zentangle, Auditory Shakers (sensory)

## Clearview Library District Fund Balances

January 31, 2012

		Bank and Fund Statements			Balance Sheet
		December	Interest, Purch, Redemp, Checks	January	January
<u>Operating</u>					
First National Bank -General	0.00%	\$28,385	(\$2,771)	\$25,614	\$12,299
Bank of Colorado	0.00%	\$49,392	\$36,101	\$85,493	\$76,452
Colo Trust Prime 4003	0.05%	\$579,145	(\$129,824)	\$449,321	<u>\$449,321</u>
		<u>\$656,923</u>	<u>(\$96,494)</u>	<u>\$560,428</u>	<u>\$538,072</u>
<u>Debt Service</u>					
Colo Trust Prime 4002	0.05%	\$0	\$0	\$0	\$0
<u>General Reserve</u>					
Colorado East Bank CD	2.50%	\$230,660	\$0	\$230,660	\$230,660
Colotrust General Fund 4005	0.05%	<u>\$500,423</u>	<u>\$10,598</u>	<u>\$511,021</u>	<u>\$511,021</u>
		\$731,083	\$10,598	\$741,681	\$741,681
<u>Capital Reserve</u>					
Colo Trust Prime 4001	0.05%	\$260,733	(\$10,150)	\$250,582	\$250,582
<u>Long-Term Building</u>					
Farmers Bank Money Mkt	0.80%	\$227,784	\$154	\$227,938	\$227,938
Colo Trust Prime 4004	0.05%	<u>\$334,283</u>	<u>\$11</u>	<u>\$334,294</u>	<u>\$334,294</u>
		\$562,067	\$165	\$562,232	\$562,232
<b>Total</b>		<b>\$2,210,805</b>	<b>(\$95,882)</b>	<b>\$2,114,923</b>	<b>\$2,092,567</b>
<b>Weld County Tax Distribution for January deposited in February</b>					<b>\$50,863</b>

### Cash On Hand



## January

	<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>	
<b>Goal 1: Visibility and service</b>									
Active card users	6,568	6,570	6,964	6%	NA	NA	1,377	-43%	20%
% of population	30.5%	30.0%	31.1%				6.2%		
Homepage visitors	NA	NA	140,000	NA	11303		11303	NA	8%
Patrons served (1)	169,522	187,273	204,128	9%	14,731	12%	14,731	12%	7%
WSL	164,547	164,964	169,913	3%	13,801	13%	13,801	13%	
Bookmobile	0	12,714	13,477	6%	616	-11%	616	-11%	
Outreach	4,975	9,595	14,393	50%	314	8%	314	8%	
<b>Goal 2: Satisfaction and service</b>									
Program attendance	10,252	15,117	16,629	10%	967	128%	967	128%	6%
% of population	47.7%	68.9%	74.3%				4.3%		
WSL	6,499	6,611	7,582	15%	653	54%	653	54%	
WSL Adult	1,519	674	1,348	100%	77	133%	77	133%	
WSL YA	374	936	983	5%	76	-35%	76	-35%	
WSL Child	4,606	5,001	5,251	5%	500	81%	500	81%	
Outreach	3,741	9,595	14,393	50%	314	8%	314	8%	
Computer users									
Users	NA	NA	5,000	NA	374	NA	374	NA	7%
User Sessions	NA	NA	19,000	NA	1,444	NA	1,444	NA	8%
<b>Goal 3: Circulation and data base</b>									
Physical circulation	215,690	227,592	235,899	4%	21,370	25%	21,370	25%	9%
Phys circ per card user	32.8	34.6	33.9				15.5		
WSL	215,690	209,518	213,392	2% 0	19,486	22%	19,486	22%	
WSL Adult	104,946	104,157	106,240	2%	10,159	27%	10,159	27%	
WSL Children	110,744	105,361	107,152	2%	9,327	17%	9,327	17%	
Bookmobile	862	16,828	17,838	6%	1,770	85%	1,770	85%	
Active virtual borrowers	774	1,307	1,534	17%	285	132%	285	132%	19%
% of active card users	11.8%	19.9%	22.0%				20.7%		
Virtual circulation	NA	3,774	4,944	31%	954	228%	954	228%	
% of physical circulation	NA	1.7%	2.1%		4%		4%		
Data base usage	NA	7,841	8,939	14%	970	155%	970	155%	

**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**

**Notes: (1) Data for 2010 were revised up in July 2011. 183,315 is the original goal for 2010. A 10% increase implies 188,874**

# Clearview Library District

## January 2012 Year-to-Date Results

<u>Operating Fund</u>	<u>January</u>	<u>Year-to-date</u>	<u>2012 Budget</u>	<u>Year-to-date as a % of Budget</u>
Revenue				
General Property Tax	\$ 41,601	\$ 41,601	\$ 1,684,156	2.5%
Specific Ownership Tax	9,438	9,438	100,000	9.4%
Other	4,181	4,181	20,000	20.9%
Total	<u>\$ 55,220</u>	<u>\$ 55,220</u>	<u>\$ 1,804,156</u>	<u>3.1%</u>
Expenditures				
Salaries	\$ 60,466	\$ 60,466	\$ 946,671	6.4%
Related Expenses	12,557	12,557	159,633	7.9%
Materials/Periodicals	16,767	16,767	139,000	12.1%
Software/tech support	10,188	10,188	88,000	11.6%
Operating Supplies	2,770	2,770	45,000	6.2%
County Treasurer's Fee	631	631	27,550	2.3%
Electronic Databases	0	0	32,000	0.0%
Public relations	0	0	20,000	0.0%
Programming	397	397	17,000	2.3%
Building costs	13,303	13,303	71,000	18.7%
Bookmobile costs	748	748	22,892	3.3%
Capital outlays	0	0	45,000	0.0%
Other	2,101	2,101	144,331	1.5%
Total	<u>\$ 119,928</u>	<u>\$ 119,928</u>	<u>\$ 1,758,077</u>	<u>6.8%</u>
Net	<u>\$ (64,708)</u>	<u>\$ (64,708)</u>	<u>\$ 46,079</u>	