



LIBRARY BOARD MEETING Tuesday, Jul. 31th, 2012 - Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

OLD BUSINESS

Strategic Planning – Updates Goals and Organizational Competencies
Update on Office Expansion
Report on CD Renewal

NEW BUSINESS

Demo of new website – Shari Thompson and Brad Vogler
Contract with Carson Block for Technology Audit
Audit Report

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Aug. 28, 2012



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, July 31, 2012

June Highlights -

The Library was excited to welcome Alexandria (Ally) Godina as the new Outreach Manager on June 1st. Ally was previously employed at the Calabasas Library in Calabasas California as the Programming Librarian. She will be meeting the people in the community and looking at ways to enhance Clearview's outreach services.

Envisionware, a print management and computer booking module was installed on June 13th to replace the SAM system. Patrons can now book computer sessions up to one week in advance. The Library has expanded access by allowing patrons to use the computer for more than 1 hour, provided there is no one else waiting to use a computer.

It has been a very busy summer with circulation of 1000 items a day not uncommon. Many children have signed up for summer reading and are regularly claiming their prizes for reading progress. The Library has been drawing names for prizes weekly. Our local businesses have been very generous in donating coupons and gifts for summer reading prizes.

The Library Foundation met on June 13th and welcomed 4 new members, Doug Ikeda, Bev Ruele, Cornelia Davis and Deb Lindahl. The Foundation is looking for empty building space on Main St to hold the book sale and is also pursuing the building of a shed on school district property.

The electronic payroll was processed for June using Qforce by Qquest. The next step is to receive training on TimeForce, the employee electronic sign -in module which will replace the timeclock and time cards.

Christina Hernandez resigned her position as Technical Services Librarian effective, June 14th. The position will be evaluated to determine what level best suits the Library's needs.

Hillary Dodge, Nathan Triz and Hannah Jamieson attended Denver Comic Con, which was held on June 15-17 at the Colorado Convention Center in Denver. This conference keeps our staff abreast of trends and new releases in the comics/ graphic novels and video/ board game publishing industries. The staff focused on video game collection development and technologies, graphic novel collection development, and making programming connections. Several purchases were made for the graphic novel collection of local artists' work that would fit well within the Library's collections. The Staff came away from the experience with many ideas for programming and material marketing.

Andrea Cleland, Nathan Triz, Clare Mahoney and Shari Thompson assisted the evacuees from the High Park fire who were gathered at the Ranch. The staff helped to keep the children busy while their parents were in the briefing room and also helped the adults use the computers to access information about the fire, their homes and other sources of help available to them.

Expansion of the Youth Services/Outreach Offices began this month. The contractor, Rick Hood, managed to keep the disruption to a minimum. The staff are excited to see the project progressing.

Programming Highlights in June:

There were many popular programs for children and teens during June. All were well attended, some to capacity! Dream catchers and Aboriginal Masks, Tissue Paper Butterflies and Beaded Flag Hangers were the crafts of choice for grade school kids. The event to attend was Awesome Australia presented by the Denver Zoo. You could get Locked-in if you were a pre-teen. And if you were a teen, you could make a tin can robot, or a magazine bowl or try your hand at duct tape crafts. Teens also experimented with forensics at Skullology.

Up Next:

- Celebrate Summer Reading Carnival. Saturday, July 28th
- Windsor Fine Arts Festival – Book stacking under the Library tent July 29th
- Activities training with Consultant June Garcia, June 13th
- TimeForce – new employee sign in software

Monthly Reports of the Managers

Adult Services - June, 2012

Assistant Library Director, Diane Montgomery
Encompasses: Adult Services, Circulation, Reference

Staff:

Some staff assisted Poudre River Library staff in working with families displaced by the High Park fire. At The Ranch, the libraries held programming and activities for children and computer assistance to adults.

Staff are extremely busy this summer with circulation numbers reaching over 1,000 per day for checked in and checked out items.

All staff were trained on Envisionware print functions.

All staff were trained for e-reader device downloads.

Programming committee met to discuss summer and fall programming and explore ideas for end of the year.

Managers and Assistant's participated in Strategic Planning workshop with June Garcia.

Circulation procedures now include three times daily 'recovery/clean-up/straightening'; each staff has a designated zone. This will assist with overall library patron areas maintenance.

Collection:

I participated in Midwest webinar for advanced collection development of media materials. Due to increased demand and very high circulation, the number of new books being purchased has increased, which includes ordering more multiples. Staff recommendations display is very popular with patrons. Inventory and weeding is ongoing in non-fiction collections; much progress has been made and 50% is complete.

Programming:

June 12- July 15 : Total of 1programs/events = total attendance	20
Adult Gamers Night	20
Adult Summer Reading - registered	137

Miscellaneous:

The first payroll with Qquest went well although there was some question as to how the company was figuring tax contributions.

Up Next:

Adult Summer Reading Program – wrap up
Implementation of Time Force system and staff training
DVD collection-weed, separate some genres, label

Outreach Services – June, 2012

Ally Godina, Outreach Manager

Overview:

June was the first month on the new Bookmobile summer schedule with new stop locations and longer hours allowing us to continue to increase usage. The new stops will be evaluated and changed for July based on effectiveness.

A new stop highlight is the 50 special needs students who participate through summer in Skyview’s Extended School Year(ESY) program. Kendra Miller made a presentation to 24 ESY teachers regarding the library’s ability to meet their student’s needs. Every Tuesday morning we present a special storytime specifically designed for special needs children implementing tactile and sign language activities.

Overall we are off to a great summer with stops at local pools, parks, day care centers and senior living centers. We are performing storytime at almost all of our stops and regularly rotating our shelves providing the community with the latest and greatest items.

Highlighted Events:

- Partnered with Century III to host an ice cream social in hopes of increasing numbers.
- Start of the concerts at Boardwalk Park with the Bookmobile there, very successful for checkouts, presence and people aboard.
- Added read aloud for senior citizens at Governor's Farm, Cari will be doing this.

Marketing:

- Clare is in charge of new BoMo section for the library newsletter that will feature special events and a monthly riddle contest.
- Ally wrote an introduction to the community as the new Outreach Manager for the newsletter.
- Researching signage for the Bookmobile to help draw people in.
- All outreach staff in charge on contacting local schools to schedule back to school nights.

Summer Reading program:

- SRP has begun, outreach is following the same program as in-house, we are getting great patron response and hitting all our goal numbers.
- Kendra recruited many local businesses for donations of prize incentives for SRP.
- Cari created craft bags with theme books for 6 weeks as part of SRP, the kids absolutely love them. We are hoping to continue this throughout the year.

Professional Development:

- All staff met with Ally or Kendra to evaluate their set of goals and readjust if need be.
- Weekly staff meetings are held to ensure staff is well informed.

Up Next

- The bookmobile and library staff will be at the Windsor Fine Arts Festival July 28th & 29th. We will be hosting a "Book Sculpture" contest under the library tent. Everyone is invited to compete and test their book stacking skills, the book art will be photographed, judged and prizes will be awarded. Also, join us for book sculpture artist and art professor at CSU, Christine Martell. She will share her knowledge and art with us at 1pm on Saturday and Sunday.

Technical Services – June, 2012

Shari Thompson, Technical Services Manager

Shari Thompson, Brad Vogler and Hannah Jamieson worked with Colorado Network Management and Envisionware to configure and install Envisionware. We are proud to introduce Envisionware, our brand new software for running public computers. Envisionware is noted as the most intuitive public interface available for public computers. This software allows you to access and use the public computers and printer as you have in the past but with a few new perks. You are now able to reserve computer time up to a week in advance to ensure time on a computer when you need it most, you are also allowed to stay on computers

as long as you would like, provided there is no one waiting for a computer. This software also allows wireless printing. This completed a May 2012 library goal. Envisionware was selected in May and implemented in June.

Hannah and Christina Hernandez began training public service staff in the use of kindle, nooks, and iPads. Instruction was given on the basics of all e-readers and related information. This will help staff better assist patrons with their technology questions.

Youth Services - June, 2012

Hillary Dodge, Youth Services Manager

Little Ones (0-5)	Number of Sessions	Number of Attendees
Babies & Books	8	138
Wee Read	8	257
Books Before Bed	1	0
Crafty Tales Family Storytime	1	11
Severance Storytimes	4	53
Baby Signs	1	11
Do You See What I See?	2	83
Total	25	553

Children

Paws for Reading	18	33
Read With Me	4	2
Reading Bugs Book Club	1	11
Tween Book Club	1	11
Lego Club	1	10
Manitou Art Theatre	1	72
Summer Crafts	8	298
Awesome Australia	2	119
Pre-Teen Lock-in	1	21

Video Game Night	1	29
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Total	38	606
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Teens

Teen Creative Writing	4	21
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Read & Write	1	6
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Teen Skullology	1	11
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Teen Summer Crafts	3	37
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Total	9	75
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TOTAL PROGRAMMING	72	1234
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Highlights:

- 2012 Programming has already seen 92% of 2011's attendees. We expect to surpass 2011's numbers by September at the latest.
- Storytime attendance continues to break records; Babies & Books attendance was 263% more than in 2011.
- Storytime themes: Frogs and Turtles, Dream Big, Cows, Daddies and Babies, Father's Day, Beaches, Sun and Moon, the letter "O," Fathers, Horses, 4th of July and Summer, Colors, Beach Wear, and Turtles.
- In collaboration with Poudre River Library District, Youth Services staff offered storytimes and playtimes at the Ranch for the Hire Park Fire evacuees.
- Deb trained two Summer Interns to assist with our Summer Reading Program.
- Andrea participated in the CAL Conference Program Selection Committee.
- Youth and Outreach staff temporarily relocated to the small meeting rooms while construction began on the office remodel. Project completion is expected in August.
- Hillary attended Denver Comic Con.
- Heather completed the course "Foundations of Library Services" as a part of the LSSC program.
- 41 volunteers contributed 261.75 hours of time.

Displays:

Children's - Dream Big Read, Dream Time, Fun with Fathers, Dinosaurs

Juvenile - Bugs, Summer Fun, Smile

Young Adult - Dangerously Dystopian

Other - Summer Reads, Road Trip, Whirligigs/Pinwheels (sensory)



LIBRARY BOARD MEETING MINUTES

Tuesday, July 31st, 2012

CALL TO ORDER

Vice President Hall called the meeting to order at 5:30 P.M.

In attendance: Trustees Kelly Hall, Scott Wildman, Joann Perko, Bev Menke

Absent: David Vance

Tempy Bowman, RE4 School District Representative

Robert Bishop-Cotner, Town of Windsor Representative

Jo Anne Hagen, Counsel

PUBLIC INPUT

None

REVIEW OF AGENDA

The Website Review was moved to an earlier time in the Meeting.

DIRECTOR'S REPORT

Monthly Statistics were presented by Director Kling. The statistical report shows that almost every reporting item is up significantly.

Director Kling reported on the Fine Arts Festival events, monthly statistics and programs.

TREASURER'S REPORT

Treasurer Wildman reported on the financials for the District, and year-to-date results.

Spending appears to be tracking well with the approved budget.

COMMUNICATIONS

None

PERSONNEL COMMITTEE REPORT

Personnel Committee Recommendations for Hires:

Michelle Pohlen approved as Outreach Assistant.

Barbara Jones approved as Technical Services Assistant

Move Perko, second Wildman to approve the hires as proposed. Unanimous

Hall reported on the progress of the Personnel Manual preparation, and discussions of the Personnel Committee on health insurance and related matters.

Shari Thompson and Brad Vogler reported on the District Website Development Project and presented a definitive overview of the new Website. The new site is planned for launch on August 6, 2012.

OLD BUSINESS Competencies

Strategic Planning – Updates Goals and Organizational

Director Kling reported on the goals and objectives study and presented new information from the Strategic Planning Committee. The draft will be posted on the Website and a public comment meeting will be held at 6:30 PM on August 14, 2012. The public will also be able to comment via the District Website. Following that meeting the Board would complete the Plan between August 14 and 28, 2012, and use it in the 2013 budgeting process.

Update on Office Expansion

Director Kling reported on the anticipated completion of the office expansion in the next two weeks.

Report on CD Renewal

Director Kling reported the CD was renewed for 20 months at 1.54%.

NEW BUSINESS

Director Kling recommended that the District contract with Carson Block for Technology Audit. As part of Strategic Planning effort the Library staff met with Mr. Block about an audit of the District computer and technology capabilities and recommendations for technology modifications.

Move Wildman, second Menke to approve the contract with Carson Block for a Technology Audit. Unanimous.

Audit Report

Wildman reported on the audit progress, that an extension was filed with the State Auditor's Office, and anticipated date of completion of the 2011 Audit within 60 days of the extension date.

CONSENT AGENDA given. Unanimous.

Move Perko second Menke to accept the Treasurer's Report as

UPCOMING AGENDA children's area.

August agenda will include: Strategic Plan Vote
Presentation by The Burgeon Group (by Webinar) on redesign of

Discussion of preliminary budget matters.
Legal review

APPROVAL OF MINUTES

Move Menke, second Perko to approve the minutes as written. Unanimous

ADJOURN, Next Meeting Aug. 28, 2012