

Clearview Library Board of Trustees – Personnel Committee Meeting

Tues, June 19th, 4:30 pm

Windsor-Severance Library

Agenda

- 1. Personnel Manual**
- 2. Request to Fill Position – Technical Services**
- 3. Mid-year performance evaluation update.**



LIBRARY BOARD MEETING Tuesday, Jun. 26th, 2012 - Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

OLD BUSINESS

Approval of the minutes from the May 29th meeting
Strategic Planning – Goals and Objectives, Organizational Competencies
Proposal to expand the Office Space for Youth Services and Outreach

NEW BUSINESS

Welcome new Outreach Manager
Review Director's 2012 Goals
Review Computer Use and Internet Acceptable Use Policy
Review Behavior Policy
Review \$4.99 limit for blocking a card.
Holiday Closings for 2013
Annual Review of Investments

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting July 31, 2012



LIBRARY BOARD MEETING Tuesday, Jun. 26th, 2012 - Minutes

CALL TO ORDER: President Vance called the meeting to order at 5:30 PM

In attendance: David Vance, Kelly Hall, Scott Wildman, Joann Perko, Bev Menke (Trustees)

Tim Reichel (Severance representative), Temy Bowman (RE4 representative)

Ann Kling, Director; Jo Anne Hagen, Legal Counsel

Ally Godina, Outreach Manager; June Garcia – Strategic Planning Consultant

PUBLIC INPUT

No public was present

REVIEW OF AGENDA

No additions or modifications.

DIRECTOR'S REPORT

Monthly Statistics – the Director discussed the May Highlights and events and related statistics with the Board.

The Bookmobile and Library staff will be at the Fine Arts Festival on June 27, 28, 29 at Boardwalk Park.

The Director presented the May Progress-Toward-Goals Report.

TREASURER'S REPORT

Scott Wildman presented the Treasurer's Report including Fund Balances, Year-to-Date Clearview Library District Revenues and Expenditures Report.

Move Perko, second Menke to authorize Wildman to renew the Colorado East Bank deposit for one year or deposit the funds in the Windsor State Bank. Unanimous

The Trustees conducted its annual review of investments and agreed to remain in low risk Colorado Trust Prime Funds, CD's and Money Market funds.

COMMUNICATIONS - none

PERSONNEL COMMITTEE REPORT

Hall reported on posting for replacement personnel: Technical Services Assistant and Outreach Assistant, employee health insurance, Personnel Manual, Board of Trustees Handbook and Policy Manual, New Employee Handbook.

OLD BUSINESS

Move Menke, second Hall to approve the May Minutes as written. Unanimous

Strategic Planning – Goals and Objectives, Organizational Competencies

June Garcia reported to the Board on the Strategic Planning and Organizational Competencies measures, results and initiatives.

Proposal to expand the Office Space for Youth Services and Outreach
Director presented the proposal to complete the expansion to the Trustees.
Move Wildman, second Menke to approve the Proposal from Rick Hood
Construction for \$5980 to complete the work. Unanimous

NEW BUSINESS

Welcome new Outreach Manager-Board welcomed Ally Godina, the new Outreach
Manager.

Review Director's 2012 Goals

Director Kling presented the report on her goals for the year.

Review Computer Use and Internet Acceptable Use Policy

Move Perko, second Wildman to approve the Internet Safety and Acceptable Use
Policy. Unanimous

Review Behavior Policy

Move Wildman, second Menke to approve. Unanimous.

Review \$4.99 limit for blocking a card

Move Perko, second Hall to increase the blocking limit to \$14.99. Unanimous

Holiday Closings for 2013

Director Kling recommended the Library stay open on President's Day, and for the
year 2013 to have the Library open the day after Thanksgiving and accordingly
allow two floating holidays for full time staff. Move Menke, second Wildman to
approve the recommendations on holidays. Unanimous

CONSENT AGENDA

Move Hall, second Menke to approve the consent agenda including personnel request and approval of reports.
Unanimous

UPCOMING AGENDA

Strategic Planning
Report on Updated Website
Follow-up on investments
Harvest Festival Planning
Update on Fine Arts Festival

APPROVAL OF MINUTES

Move Hall, second Perko to approve the Minutes of the June meeting as written. Unanimous.

ADJOURN, Next Meeting July 31, 2012

Clearview Library District

June 2012 Year-to-Date Results

Revenue	June	YTD	Budget	YTD as % of Budget
General property tax	\$298,613	\$1,604,355	\$1,684,156	95.3%
Other revenue	\$2,825	\$14,868	\$20,000	74.3%
Specific ownership tax	\$10,633	\$61,605	\$100,000	61.6%
Grand Total	\$312,071	\$1,680,828	\$1,804,156	93.2%

Expenditures

Salaries	\$58,729	\$376,027	\$946,671	39.7%
Related expenses	\$11,284	\$83,850	\$159,633	52.5%
Materials/periodicals	\$8,111	\$67,075	\$139,000	48.3%
Bookmobile costs	\$1,069	\$7,705	\$22,892	33.7%
Building costs	\$3,919	\$40,900	\$71,000	57.6%
Capital outlays	\$17	\$5,309	\$45,000	11.8%
County treasurer's fee	\$4,541	\$24,292	\$27,550	88.2%
Electronic Databases	\$0	\$51	\$32,000	0.2%
Operating supplies	\$1,867	\$19,439	\$45,000	43.2%
Programming	\$3,840	\$10,187	\$17,000	59.9%
Public relations	\$1,503	\$4,067	\$20,000	20.3%
Software/tech support	\$5,690	\$35,829	\$88,000	40.7%
Other Expenses	\$4,471	\$38,858	\$144,331	26.9%
Grand Total	\$105,041	\$713,589	\$1,758,077	40.6%

Net Revenues & Expenditures	\$207,029	\$967,239	\$46,079
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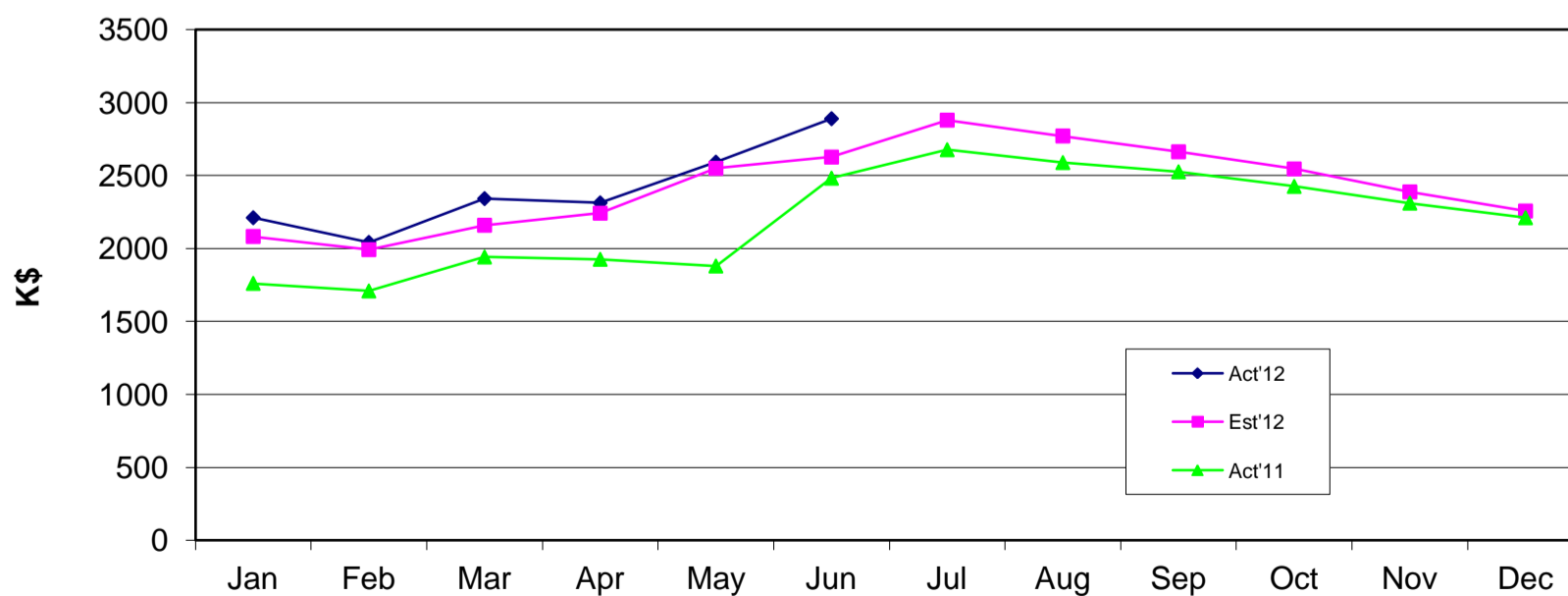
Clearview Library Fund Balances

June 30, 2012

		Bank and Fund Statements			Balance Sheet
		May	Interest, Purch, Redemp, Checks	June	June
Operating					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$46,361	\$59,635	\$105,996	\$89,455
Colo Trust Prime 4003	0.04%	\$920,226	\$235,018	\$1,155,243	\$1,155,243
		\$966,586	\$294,653	\$1,261,240	\$1,244,698
Debt Service					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
General Reserve					
Colorado East Bank CD	2.50%	\$230,660	\$2,907	\$233,567	\$233,567
Colostrust General Fund 4005	0.04%	\$632,515	\$19	\$632,534	\$632,534
		\$863,175	\$2,926	\$866,101	\$866,101
Capital Reserve					
Colo Trust Prime 4001	0.04%	\$199,744	\$5	\$199,749	\$199,750
Long-Term Building					
Farmers Bank Money Mkt	0.70%	\$228,499	\$136	\$228,635	\$228,635
Colo Trust Prime 4004	0.04%	\$334,334	\$10	\$334,343	\$334,334
		\$562,832	\$146	\$562,978	\$562,968
Total		\$2,592,338	\$297,730	\$2,890,068	\$2,873,517

Weld County Tax Distribution for June deposited in July	\$304,698
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Cash On Hand



June Progress Toward Goals

	<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>	
Goal 1: Visibility and service									
Active card users	6,568	6,570	6,964	6%	NA	NA	5,667	11%	81%
% of population	30.5%	30.0%	31.1%				25.3%		
Homepage visitors	NA	NA	140,000	NA	11,282	31%	68,977	249%	49%
Patrons served (1)	169,522	187,273	197,782	6%	21404	17%	107,279	14%	54%
WSL	164,547	164,964	169,913	3%	19330	16%	95,571	15%	56%
Bookmobile	0	12,714	13,477	6%	1318	31%	8,447	48%	63%
Outreach	4,975	9,595	14,393	50%	756	43%	3,261	-35%	23%
Goal 2: Satisfaction and service									
Program attendance	10,252	16,206	21,523	33%	2,050	26%	9,463	15%	44%
% of population	47.7%	73.9%	96.2%				42.3%		
WSL	6,499	6,611	7,130	8%	1,294	18%	6,202	93%	87%
WSL Adult	1,519	674	896	33%	60	36%	715	53%	80%
WSL YA	374	936	983	5%	75	-12%	637	89%	65%
WSL Child	4,606	5,001	5,251	5%	1159	19%	4,850	102%	92%
Outreach	3,741	9,595	14,393	50%	756	43%	3,261	-35%	23%
Computer users									
Users	NA	NA	5,000	NA	na*	NA	1,887	NA	38%
User Sessions	NA	NA	19,000	NA	na	NA	7,664	NA	40%
*Envisionware implemented statistics not recorded in error.									
Goal 3: Circulation and data base									
Physical circulation	215,690	227,592	233,641	3%	25,340	16%	126,323	13%	54%
Phys circ per card user	32.8	34.6	33.5				22.3		
WSL	215,690	209,518	215,804	3%	23,666	14%	116,005	13%	54%
WSL Adult	104,946	104,157	107,282	3%	10806	25%	56,899	15%	53%
WSL Children	110,744	105,361	108,522	3%	12860	6%	59,106	10%	54%
Bookmobile	862	16,828	17,838	6%	1674	73%	10,318	34%	58%
Active virtual borrowers	774	1,307	1,534	17%	260	160%	1,776	184%	116%
% of active card users	11.8%	19.9%	22.0%				31.3%		
Virtual circulation	NA	3,774	4,944	31%	926	232%	5659	229%	114%
% of physical circulation	NA	1.7%	2.1%		4%		4%		
Data base usage	NA	7,841	8,939	14%	271	14%	5945	48%	67%

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