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## **LIBRARY BOARD MEETING Tuesday, Oct. 30, 2012 - Agenda**

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CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

NEW BUSINESS

2013 Budget Hearing  
Director's Preliminary Goals for 2013  
Colorado Assn. of Libraries Conference Report  
Board Vacancy for 2013  
Weather Closings

OLD BUSINESS

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Nov. 27, 2012



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## **DIRECTOR'S REPORT**

**LIBRARY BOARD MEETING** Tuesday, Oct. 30th, 2012

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### **September Highlights**

The Harvest Festival in Main Park including the parade with the bookmobile was an exciting start to the month of September. Many people stopped by the bookmobile to take a tour, to fill out the Library's quick survey and to get a free craft kit or a free book.

The Director and staff were very busy preparing the draft 2013 budget for the first reading at the September 27<sup>th</sup> Board meeting. Tax revenue will be slightly higher than 2012.

Dr. Rusty Sanders conducted 2 workshops for the Managers on Employee Stress and Conflict Resolution. The information provided was very helpful for the managers.

The Employee Handbook was presented to the staff and staff asked for clarifications in several areas including travel and medical leaves.

### **Programming Highlights in September:**

Oktoberfest - Kids had a wonderful time making puppets under the tent at the Oktoberfest held in Boardwalk Park. The Outreach staff did a wonderful job working with the kids and filming the puppet show.

Spanish Fiesta - 25 and adults celebrated Hispanic Heritage Month on September 20<sup>th</sup> with the Folklorico Dancers, a story in English and Spanish and a sombrero cookie craft.

### **Up Next:**

Budget Hearing on Oct. 30th

Common Read

Zombie Month

Paying Fines with a Credit Card

# Monthly Reports of the Managers

## Adult Services - Sept., 2012

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

### STAFF

Managers participated in Stress Management/Conflict Resolution workshops for assisting staff with handling stressful work situations and also to address manager working relationships.

The Circulation Department welcomed two new staff, Steven Davis, Shelver and Katie Scherer, Substitute Circulation Assistant.

Two Circulation staff received their six month evaluations; all four new Circ Staff have been evaluated.

Circulation staff have been trained to assist patrons with making debit card payments.

Nathan Triz and Diane Montgomery have begun viewing webinars for MakerSpaces.

Several staff will attend the CAL Conference in Keystone. Nathan Triz, Hillary Dodge, Hannah Jamieson are presenting a pre-conference session about Video Gaming in libraries.

### COLLECTION

Inventory and weeding is ongoing in nonfiction collections; current status is weed/inventory nearly complete through Non-fiction 900 section. Adult media collections have been weeded.

Use of the self-checks has been steadily rising and has reached 80% average.

Baker & Taylor Title Source with Automatically Yours is in place and working very well.

Reviewing standing orders with Gale/Thorndike for Large Print materials.

### MISC

Board Postings have been completed for Board Member Position and Budget Hearing for 2013; legal notices in newspapers, 3M sign, website and newspaper articles.

The Book Groups like the book club kits very much and have begun using them.

John Latham and Diane Montgomery created online conference room scheduling for public and staff functions. From the website patrons can fill out an application for meeting room use, which is e-mailed to John and Diane.

Routine maintenance performed on windows, heating system, fireplace and grounds.

The CLIC Courier agreement was updated/renewed.

### PROGRAMMING

September:	Programs/events attendance	39
	Computer Classes attendance	3

### UP NEXT

Work toward cleaning and organizing storage spaces.

Investigate costs for vendor provided pre-processing of materials with Baker & Taylor.

## Outreach Services – Sept., 2012

Ally Godina, Outreach Manager

### Overview:

Once again in September the Department has surpassed all other months, making September the busiest month for Outreach programs and patrons coming aboard. There were four major events reaching out to different age groups that helped to make September such a great month.

Outreach has been focusing on a big marketing push and has received items such as, stickers, stamps, drink Koozies, carabineers and tattoos, with the Clearview Library District logo and name clearly printed on the item to help us in this endeavor.

### Highlighted Events:

- **Harvest Festival:** Outreach staff and Ann Kling participated in the festival greeting over 230 people over two days. Monday the Bookmobile was driven in the parade followed by staff handing out candy and coupons. On Sunday staff handed out very popular take-home crafts that were “*Trees of thanks*” picture frames. We also conducted a survey asking people about their knowledge of the various programs and services the library and Bookmobile offers.
- **Oktoberfest:** The theme this year was puppets. Dennis Bruns, Cari Borchert and Michelle Pohlen set-up a Clearview Library District table and puppet stage as well as created a BoMo puppet. Staff then asked kids to use the puppets they created with the BoMo puppet and come up with a twenty second commercial saying why they love the Bookmobile. Dennis recorded these skits with the flipcam and posted them to our website and youtube channel for everyone’s viewing pleasure.
- **Business Expo:** Kendra Miller took the lead on this event preparing information and signs that would reach out to local business and share how the library could aid their business. CLD water glasses were raffled off throughout the event.
- **Windsor High School Outreach:** Ally Godina made arrangements to attend every freshman class at Windsor High School and give a presentation on Clearview Library resources and programs. She ended the presentations with the Zombie month information and trailer. Due to these presentations we had about twenty new teens at the library programs following this talk.

## **Marketing & Additional Programs:**

- Clare Mahoney wrote the BoMo section for the library newsletter that will feature special events and a monthly riddle contest.
- Michelle Pohlen led programs for Early Release Day's at the Recreation Center. She was also asked to help design and advise three special needs events on storytelling at the Recreation Center.
- In order to promote the Common Read, Cari Borchert did a special read aloud of the book "*Unbroken*" and left a copy of the book as well as the booklet of upcoming programs surrounding the novel.
- Ally Godina was asked to be a guest lecturer at Colorado State University in the English department for the Young Adult Literature class. Following the lecture she had two college students ask for volunteer work in the Outreach Department.
- Cari Borchert has also re-started the Windsor Middle school book club, with a separate book and discussion for each grade level. She is also working with youth services to create book club in a bag for the middle and teen audience.
- Ally Godina and Clare Mahoney designed and ordered a poster for the back of the bookmobile promoting Zombie month.

## **Maintenance:**

- Generator serviced at new location, RV World, all went well.
- The BoMo went to Digi-pix for a bus wrap which helps preserve the graphics on the bus. At this time we also had them switch the text of our web address to reflect the new one.
- Ally Godina and Shari Thompson spoke with Verizon to work-out a better phone plan and cancel lines that were not being used by the Outreach Department. This resulted in the Outreach phone bill being cut in half and receiving credit.

## **Professional Development:**

- Ally Godina and Kendra Miller have both been reading articles to assist in management.
- All Outreach Staff attended mandatory Stress Management Workshops.
- Cari Borchert attended staff day committee meeting as the representative of the Outreach Department.
- Weekly staff meetings were held to ensure staff is well informed.

## **Up Next**

- On October 13<sup>th</sup>, the bookmobile, Ally Godina, and Clare Mahoney will be going to Tigges Farm presenting storytimes and crafts for the children and families coming to the farm.

- The Outreach staff will be participating in the Town of Windsor Trick-or-Treat event on October 27<sup>th</sup> from 1-3pm, handing out mummy picture frame crafts.
- Ally Godina and Clare Mahoney will be doing various programs and preparations for Zombie Month with the conclusion of working the Zombie Crawl and Ball on the night of October 27<sup>th</sup>.
- Ally Godina and Michelle Pohlen will be attending Skyviews's parent conference nights as well as Grandview's ice cream social with the bookmobile.
- Ally Godina will be attending two conferences for professional development: the Association of Bookmobiles and Outreach and the Colorado Association of Libraries.

## Technical Services – Sept., 2012

Shari Thompson, Technical Services Manager

*“Initiative 6.1: By September 30, 2012, review process by which library use data is collected, compiled and distributed, and revise process as necessary to ensure that data is collected to support the strategic plan.”*

This initiative has been met as evidenced by:

- ✓ A revised monthly statistical spreadsheet. This is supported by the creation of new statistical holding code groups. This is in support of the new objectives in the Clearview Library District's Strategic Plan 2013-2015
- ✓ Metrics adopted for our website to track usage accurately
- ✓ Centralized report distribution so that the reports being used are consistent
- ✓ Reports scheduled for emailed delivery when useful
- ✓ Uploading new releases of The Library Corporation's (TLC) reports module when available. This insures revised and new reports are available for use
- ✓ Determining the best report to use based on supporting documentation from TLC
- ✓ Monitoring and revision of this process is ongoing

*“Initiative 11.1: By September 30, 2012, train all staff to use Nooks, Kindles, and iPads to download e-books from the Library's collection with the expectation that everyone will be able to help patrons.”*

This initiative has been met as evidenced by:

- ✓ The Technical Services staff trained all staff to use these devices and software
- ✓ The Technical Services staff performs ongoing training designed to ensure competency levels are maintained
- ✓ Demonstrated ability of staff to comfortably assist patrons with these devices and software
- ✓ The creation of supporting documentation to assist staff and patrons in the use of these devices and software
- ✓ An e-book tutorial available on the website to assist staff and patrons in this area
- ✓ Revision of documentation as needed to assist staff and patrons in this area

- ✓ The Technical Services staff's proactive approach of continuing education in this area so we are prepared and aware of the changes and new releases in this area
- ✓ Acknowledgement to Hannah Jamieson for her lead role in training staff and creating supporting documentation

## Youth Services – Sept., 2012

Hillary Dodge, Youth Services Manager

<b>Little Ones (0-5)</b>	<b>Number of Sessions</b>	<b>Number of Attendees</b>
Babies & Books	6	115
Wee Read	8	266
Books Before Bed	1	18
Crafty Tales Family Storytime	1	16
Severance Storytimes	4	116
Story Stones	1	36
<b>Total</b>	<b>21</b>	<b>567</b>
<b>Children</b>		
Paws for Reading	7	11
Reading Bugs Book Club	0	0
Tween Book Club	0	0
Lego Club	3	31
Video Game Night	1	20
Spanish Fiesta	1	25
Roald Dahl Movie Party	1	10
Color the teacher Bulletin Board	1	94
<b>Total</b>	<b>14</b>	<b>191</b>
<b>Teens</b>		
Teen Creative Writing	4	17
Vote for YA Presidents Display	1	25

Learn to Draw Manga	1	6
Youth Advisory Council (YAC)	1	4
<b>Total</b>	<b>7</b>	<b>52</b>

TOTAL PROGRAMMING	42	810
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## Highlights

- YS welcomed Jeri Newport as the new Youth Services Shelver.
- 2012's overall program attendance has surpassed 2011's attendance by 34%.
- 2012 Storytime attendance has surpassed 2011's attendance by 56%.
- Storytime themes: Things that Pop, Naptime, Diners, Apples, Jumping, Fall, All About Me, Banned Books, and the Letters "U" - "W."
- Youth Services staff began to prepare book club kits for public circulation.
- YS discontinued the Read With Me program due to poor attendance and high volunteer training expectations and commitments; we have tried to foster this program unsuccessfully for the past two years.
- Heather Seely populated the new online calendar of events with YS programs.
- Heather Seely sorted several fall previews from various book sellers.
- Karen Deane and Deb Kauffman consolidated all craft supplies and prizes and cleaned out the craft closet.
- Karen Deane organized October's Pumpkin Decorating Contest.
- Hillary Dodge assisted Outreach to perform library website orientation to Windsor High School freshmen.
- Deb Kauffman worked with the Staff Development Committee to plan Staff Day.
- Clearview hosted the quarterly CATSIG (Children and Teen Services Interest Group) meeting; 30 public librarians and school media specialists attended.
- Andrea Cleland and Karen Deane attended the annual CLEL (Colorado Libraries for Early Literacy) meeting.
- Andrea Cleland attended the Early Care and Education Committee meeting.
- YS staff attended 4 webinars in September.
- 10 volunteers contributed 26.5 hours of time.

## Displays

**Children's** - Back to School, Autumn, Trains, Colors

**Juvenile** - Trees

**Young Adult** - YA Presidential Campaign, Into the Woods

**Other** - New to Parenting, Squeeze Balls (sensory)

## Sept. 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>	
<b>Goal 1: Visibility and service</b>									
Active card users	6,568	6,570	6,964	6%	NA	NA	7,138	19%	102%
% of population	30.5%	30.0%	31.1%				31.9%		
Homepage visitors	NA	NA	140,000	NA	13,073	14%	108,236	125%	77%
Patrons served (1)	169,522	187,273	197,782	6%	17134	9%	164,138	13%	83%
WSL	164,547	164,964	169,913	3%	13876	6%	143,823	12%	85%
Bookmobile	0	12,714	13,477	6%	2307	34%	14,152	47%	105%
Outreach	4,975	9,595	14,393	50%	951	8%	6,163	-26%	43%
<b>Goal 2: Satisfaction and service</b>									
Program attendance	10,252	16,206	21,523	33%	1,803	43%	14,821	11%	69%
% of population	47.7%	73.9%	96.2%				66.3%		
WSL	6,499	6,611	7,130	8%	852	126%	8,658	73%	121%
WSL Adult	1,519	674	896	33%	42	83%	766	40%	85%
WSL YA	374	936	983	5%	52	18%	815	23%	83%
WSL Child	4,606	5,001	5,251	5%	758	145%	7,077	86%	135%
Outreach	3,741	9,595	14,393	50%	951	8%	6,163	-26%	43%
Computer users									
Users	NA	NA	5,000	NA	413*	NA	2,300	NA	46%
User Sessions	NA	NA	19,000	NA	1,312	NA	13,795	NA	73%
*Envisionware implemented statistics not available Jun-Aug.									
<b>Goal 3: Circulation and data base</b>									
Physical circulation	215,690	227,592	233,641	3%	22,664	12%	200,367	17%	86%
Phys circ per card user	32.8	34.6	33.5				28.1		
WSL	215,690	209,518	215,804	3%	20,451	16%	184,287	16%	85%
WSL Adult	104,946	104,157	107,282	3%	10849	23%	91,394	19%	85%
WSL Children	110,744	105,361	108,522	3%	9602	9%	92,893	13%	86%
Bookmobile	862	16,828	17,838	6%	2213	-12%	16,080	34%	90%
Active virtual borrowers	774	1,307	1,534	17%	271	153%	2,589	177%	169%
% of active card users	11.8%	19.9%	22.0%				36.3%		
Virtual circulation	NA	3,774	4,944	31%	1032	182%	8944	245%	181%
% of physical circulation	NA	1.7%	2.1%		5%		4%		
Data base usage	NA	7,841	8,939	14%	650	-44%	7343	26%	82%

**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**

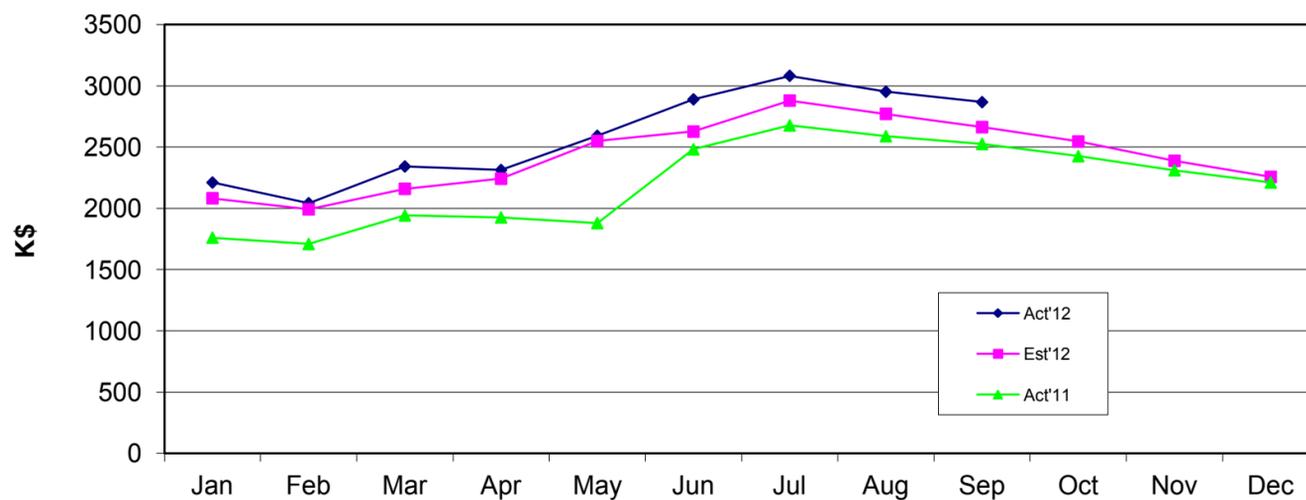
## Clearview Library Fund Balances

September 30, 2012

		Bank and Fund Statements			Balance Sheet
		August	Interest, Purch, Redemp, Checks	August	August
<u>Operating</u>					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$31,909	\$95,586	\$127,495	\$98,721
Colo Trust Prime 4003	0.04%	\$1,290,954	(\$151,226)	\$1,139,728	\$1,139,728
		\$1,322,863	(\$55,640)	\$1,267,223	\$1,238,448
<u>Debt Service</u>					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
<u>General Reserve</u>					
Colorado East Bank CD	1.25%	\$233,567	\$0	\$233,567	\$233,567
Colostrust General Fund 4005	0.04%	\$632,574	\$18	\$632,592	\$632,592
		\$866,141	\$19	\$866,160	\$866,160
<u>Capital Reserve</u>					
Colo Trust Prime 4001	0.04%	\$199,763	\$6	\$199,769	\$199,763
<u>Long-Term Building</u>					
Farmers Bank Money Mkt	0.70%	\$228,915	\$119	\$229,034	\$229,034
Colo Trust Prime 4004	0.04%	\$334,365	\$9	\$334,374	\$334,374
		\$563,280	\$128	\$563,408	\$563,408
<b>Total</b>		\$2,952,047	(\$55,488)	\$2,896,559	\$2,867,779

<b>Weld County Tax Distribution for September deposited in October</b>	<b>\$13,447</b>
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### Cash On Hand



# Clearview Library District

## September 2012 Year-to-Date Results

Revenue	September	YTD	Budget	YTD as % of Budget
General property tax	\$2,032	\$1,646,261	\$1,684,156	97.7%
Other revenue	\$2,652	\$39,705	\$20,000	198.5%
Specific ownership tax	\$11,453	\$100,320	\$100,000	100.3%
<b>Grand Total</b>	<b>\$16,136</b>	<b>\$1,786,286</b>	<b>\$1,804,156</b>	<b>99.0%</b>

### Expenditures

Salaries	\$69,155	\$577,290	\$946,671	61.0%
Related expenses	\$13,426	\$124,733	\$159,633	78.1%
Materials/periodicals	\$7,296	\$97,093	\$139,000	69.9%
Bookmobile costs	\$5,892	\$16,688	\$22,892	72.9%
Building costs	\$2,004	\$56,971	\$71,000	80.2%
Capital outlays	\$136	\$25,123	\$45,000	55.8%
County treasurer's fee	\$37	\$25,138	\$27,550	91.2%
Electronic Databases	\$0	\$4,201	\$32,000	13.1%
Operating supplies	(\$741)	\$26,037	\$45,000	57.9%
Programming	\$212	\$12,574	\$17,000	74.0%
Public relations	\$0	\$20,279	\$20,000	101.4%
Software/tech support	\$3,071	\$64,575	\$88,000	73.4%
Other Expenses	\$16,459	\$62,627	\$144,331	43.4%
<b>Grand Total</b>	<b>\$116,949</b>	<b>\$1,113,331</b>	<b>\$1,758,077</b>	<b>63.3%</b>

Net Revenues & Expenditures                      (\$100,812)    \$672,955            \$46,079

## **Clearview Library District 2013 Budget Message Budget Hearing – Oct. 30, 2013**

In 2012 the Library engaged library consultant, June Garcia, to guide the staff and Board of Trustees through the strategic planning process. As a result of that process which included community input, the Library District now has a new three year strategic plan which will provide a framework for the services and collections we deliver to the people of Windsor, Severance and West Greeley. The five service priorities identified by the Community Strategic Planning Committee and adopted by the Board of Trustees are as follows: Connect to the Online World: Public Internet Access; Create Young Readers: Early Literacy; Express Creativity: Create and Share Content; Satisfy Curiosity: Lifelong Learning; and Stimulate Imagination: Reading, Viewing and Listening for Pleasure. Our goals and objectives and organizational competencies are based on the service priorities.

In 2012, the Library has been busier than ever. Traditional library services are not going away. The Library still has books; but there are also ebooks for adults and children. The Library still has music cds; but downloadable music is also available. Gaming is big in today's society, and the Library has games to check out. Programming for children remains a popular service, and the Library will be offering lots of programs for children. Creating content is becoming more popular and the Library will be adding a Creation Space. It is the mission of the Staff and the Board of Trustees to provide first class library services that are responsive to the needs of our community.

### **Connect to the Online World: Public Internet Access**

**Goal:**  
**Everyone will have high-speed access to the resources and services available through the Internet.**

**Key Objectives:**

By Dec. 31, 2015, the number of PC sessions will increase from 17,126 (FY11) to 19,700.

By Dec. 31, 2015 the number of internet enabled devices for public use within the library will increase from 0 (FY11) to 15.

Annually the number of people who connect to the Internet via the Library's Wi-Fi access will be 4,800.

Not everyone has a home computer or laptop and internet access. The Library provides computers with internet access and wifi access for those who bring their own laptops and other devices to the library. 12,463 user sessions were logged on the library's public access computers through August of 2012. To continue to provide connectivity, the Library District's computer infrastructure needs updating. The District will need to purchase new servers or explore hosted options in 2013. The second objective listed above means that people who do not own a laptop, a notebook or possibly an Ipad will be able to use one of these devices in the library with the library's wireless access.

### **Create Young Readers: Early Literacy**

**Goal:**  
**Young children (age five and under) will have materials, services, and programs designed to ensure that they will develop a lifelong love of books and reading.**

**Key Objectives:**

By Dec. 31, 2015, the number of young children (age five and under) attending a

program in the library will increase from 2,595 (FY11) to 3,400.

By Dec. 31, 2015, the number of young children (age five and under) attending a program offered by the library at a non-library location will increase from 3,200 (FY11) to 3,800.

By Dec. 31, 2015, the number of young children (age five and under) participating in the Summer Reading Program will increase from 276 (FY11) to 425.

By Dec. 31, 2015, the hits on the Tumblebooks site will increase from zero (FY11) to 2,600.

By Dec. 31, 2015, the number of young children with library cards will be at least 600.

Service to children and their care-givers is a big part of what libraries do. At the Windsor Severance Library, 6319 children from birth to age 12 and their caregivers attended programs between January and August, up 81% from 2011. The Youth Services Department and the Outreach Department will continue

to provide story-times for very young children both in the library and outside of the library at the Severance Town Hall, at daycares and on the Bookmobile with no increase in staff for 2013.

The library will be encouraging parents and caregivers to obtain cards for very young children, to enroll them in the summer reading program and to bring them to library programs. New formats such as Tumblebooks will provide electronic access to our newest users.

## **Express Creativity: Create and Share Content**

### **Goal:**

**Residents will be able to use the latest technologies to express and share their creativity with others.**

### **Key Objectives:**

Annually, a minimum of 300 residents will attend a training session in the use of technologies that can be used to create or share content.

Annually, a minimum of 500 residents will use library provided equipment or technology to create content.

Libraries are no longer the passive providers of content. Our community has a creative population who want to create and share content with others whether it is written, visual or audio. The Library will establish a Creation Station in 2013 to provide people access to Macintosh computers with the software necessary to become content creators. No experience necessary! If you aren't sure how to use the technology, the Library will have staff available to guide you through the process.

## **Satisfy Curiosity: Lifelong Learning**

### **Goals:**

**Children (ages 6 – 12) will have the resources they need to satisfy their curiosity and explore topics of personal interest.**

**Adults and teens will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.**

### **Key Objectives:**

Annually, the circulation of adult non-fiction will be at least 17,000.

Annually, a minimum of 1,000 adults will participate in a library sponsored or co-sponsored program.

By Dec. 31, 2015, the circulation of non-fiction material for children ages 6-12 will increase from 10,162 (FY11) to 12,190.

## **Stimulate Imagination: Reading, Viewing and Listening for Pleasure**

### **Goals:**

**Children (ages 6 – 12) will have materials and programs that engage their imaginations and provide pleasurable reading, viewing, and listening experiences.**

**Teens (age 13 and older) will have materials and programs that respond to their current interests and provide pleasurable reading, viewing, and listening experiences.**

**Adults will have convenient, timely access to a variety of new and popular materials.**

### **Key Objectives:**

By Dec. 31, 2015, the circulation of adult fiction (print) will increase from 29,229 (FY11) to 35,000.

By Dec. 31, 2015, the circulation of adult media (CDs, videos, DVDs, etc.) will increase from 18,692 (FY11) to 24,300.

By Dec. 31, 2015, the circulation of e-books will increase from 1,833 (FY11) to 5,400.

By Dec. 31, 2015, the circulation of fiction for teen age 13 and older will increase from 5,322 (FY11) to 6,600.

By Dec. 31, 2015, the number of teens participating in the Summer Reading Program will increase from 199 (FY11) to 250.

By Dec. 31, 2015, the number of children participating in a library sponsored or co-sponsored program will increase from 5,890 (FY11) to 7,300.

By Dec. 31, 2015, the number of children participating in the Summer Reading Program will increase from 581 (FY11) to 725.

Our community loves to read! They also like to keep current and learn new things. To provide our patrons with current titles in all formats without lengthy waiting periods the budget for materials is increasing by 17.9 percent over projected 2012 costs.

The circulation of books, dvds, cds and games has increased 17% over the same period in 2011 (Jan.-Sept.). The virtual circulation ( e-books, downloadable music and downloadable audiobooks) has increased 245% for the same time period. The vote is in, more new material is critical to our mission. Children's and Teen Programming has been very popular. By September of 2012, 14,821 people had attended programs in the Clearview Library District, up 11% over the same period in 2011. The Youth Services staff and Outreach Staff will continue to provide high quality programming. In addition, the staff will bring in quality programming from organizations like the Denver Zoo, the Denver Science Museum, and paid performers to supplement the programs provided by the Library's staff. The budget for programming is up 52% over projected 2012 costs.

## **The Building**

143,843 patrons were served at the Windsor Severance Library between January and September of 2012, a 12% increase over the same period in 2011. The Windsor Severance Library is now open 7 days

a week year round with very few exceptions. The 2013 budget adds a part-time maintenance/cleaning person to be sure the building is at its very best at all times.

## Revenue and Expenditures and comments on the financial information

The preliminary assessed property valuation for the Library District is \$483,891,950, approximately \$18 million over 2012. The Library District's mill levy (3.546) provides the District with preliminary tax revenue of \$1,739,203, about \$57,000 over 2012. Other revenue for 2013 is on a par with 2012.

Expenditures for 2013 are above 2012 forecasted expenditures by \$291,730. The major increases can be accounted for as follows:

- Salaries - \$118,297(15.1%). At no time during 2012 were all budgeted positions filled. The Outreach Department did not have a full-time Manager until June, 2012. Two part-time Outreach Assistant Positions were budgeted for 2012; one was filled in April and the other in August. The Technical Services Department saw the departure of a full-time librarian in May. This position was reclassified as a Technical Services Assistant and was not filled until August. With all current positions filled, the number of fte's is currently 23.3. In 2013 the Library will add a part-time maintenance/cleaner at 25 hours per week. Merit increases of \$30,000 are anticipated for 2013.
- Related expenses - \$30,526(18.2%). Providing health insurance and short term disability insurance which had not been previously offered to the full-time staff will increase this line.
- Materials/periodicals - \$26,660(17.9%) More audio books, books and dvds will be purchased to meet increasing demand. Newly acquired library materials will be pre-processed by a vendor.
- Programming - \$10,116(52.2) Without increasing staff, the Outreach and Youth Services Departments will increase programming attendance by contracting with organizations and performers to bring high quality programs of interest to children and teens to the District.
- Public relations - \$7,627(61.6%) Getting the word out about library services is extremely important. Many residents are unaware of what the library has to offer. The Library will be exploring new ways of communicating with our users.
- Building costs - \$15,886(20.6%) – Building costs include utilities, insurance, security system, and repairs. The building was renovated in 2009, every day wear and tear requires repair and maintenance.
- Software/Tech Support – \$6,076(6.4%). Upgrades to our computers systems, TLC, 3M, and Envisionware, and to our wifi are anticipated for 2013.
- Other expenses - \$31,637(31.7%). Included in this line are audit fees, consultant fees, copier lease, telephone and internet charges, legal expenses, Board Expenses, meetings and conference expenses, postage, small equipment, staff development and other miscellaneous charges. The Library District will be engaging a consultant to work with the Board and Staff on a long range capital plan. With the installation of creation space, staff training and development will be critical.
- Capital Outlays – \$37,441(71.2%). Computers and software will be needed for the Creation Space. Computers within the library for the public and staff need updating. The Library will need to replace its servers or use a hosted option.

CLD Draft Budget	Budget Years		Projected	2012 budget	2013	\$ Change	% Change
	2010	2011	2012		Budget	From 2012	from 2012
General property tax	\$1,728,520	\$1,568,610	\$1,686,761	\$1,684,156	\$1,739,203	\$52,442	3.1%
Other revenue	\$30,958	\$32,716	\$42,505	\$20,000	\$21,500	(\$21,005)	-49.4%
Specific ownership tax	\$108,541	\$116,124	\$105,620	\$100,000	\$100,000	(\$5,620)	-5.3%

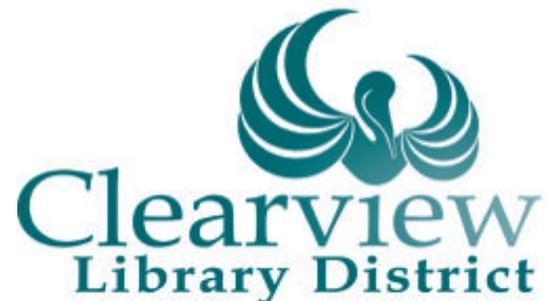
<b>Grand Total</b>	<b>\$1,868,019</b>	<b>\$1,717,450</b>	<b>\$1,834,886</b>	<b>\$1,804,156</b>	<b>\$1,860,703</b>	<b>\$25,817</b>	<b>1.4%</b>
	<b>Budget Years</b>						
	<b>2010</b>	<b>2011</b>	<b>Projected 2012</b>	<b>2012 budget</b>	<b>2013 Budget</b>	<b>\$ Change From 2012</b>	<b>% Change From 2012</b>
Bookmobile costs	\$2,259	\$14,942	\$19,232	\$17,892	\$17,760	(\$1,472)	-7.7%
Building costs	\$65,102	\$72,713	\$77,214	\$71,000	\$93,100	\$15,886	20.6%
Capital outlays	\$280,846	\$28,254	\$52,559	\$45,000	\$90,000	\$37,441	71.2%
County treasurer's fee	\$26,030	\$23,399	\$26,238	\$27,550	\$27,550	\$1,312	5.0%
Electronic Databases	\$23,154	\$30,888	\$5,602	\$32,000	\$7,600	\$1,998	35.7%
Materials/periodicals	\$100,343	\$103,343	\$148,840	\$141,000	\$175,500	\$26,660	17.9%
Operating supplies	\$40,531	\$31,424	\$41,575	\$45,000	\$47,200	\$5,625	13.5%
Other Expenses	\$54,935	\$102,883	\$99,833	\$144,331	\$131,470	\$31,637	31.7%
Programming	\$10,972	\$12,167	\$19,384	\$20,000	\$29,500	\$10,116	52.2%
Public relations	\$28,352	\$21,373	\$12,373	\$20,000	\$20,000	\$7,627	61.6%
Related expenses	\$114,253	\$148,532	\$168,160	\$159,633	\$198,686	\$30,526	18.2%
Salaries	\$601,226	\$733,306	\$785,758	\$946,671	\$904,055	\$118,297	15.1%
Software/tech support	\$43,428	\$54,292	\$95,524	\$88,000	\$101,600	\$6,076	6.4%
<b>Grand Total</b>	<b>\$1,391,431</b>	<b>\$1,377,516</b>	<b>\$1,552,291</b>	<b>\$1,758,077</b>	<b>\$1,844,021</b>	<b>\$291,730</b>	<b>18.8%</b>
Net	\$ 476,588	\$ 339,934	\$ 282,595	\$ 46,079	\$ 16,682	(\$265,913)	-94.1%
Department Breakout:							
	<b>Budget Years</b>						
<b>Row Labels</b>	<b>2010</b>	<b>2011</b>	<b>Projected 2012</b>	<b>2012 budget</b>	<b>2013 Budget</b>	<b>\$ Change From 2012</b>	<b>% Change From 2012</b>
<b>Admin</b>	<b>\$610,300</b>	<b>\$387,376</b>	<b>\$433,177</b>	<b>\$499,625</b>	<b>\$559,240</b>	<b>\$126,063</b>	<b>29.1%</b>
Building costs	\$65,102	\$72,713	\$77,214	\$71,000	\$93,100	\$15,886	20.6%
Capital outlays	\$280,846	\$28,254	\$52,559	\$45,000	\$90,000	\$37,441	71.2%
County treasurer's fee	\$26,030	\$23,399	\$26,238	\$27,550	\$27,550	\$1,312	5.0%
Operating supplies	\$40,531	\$31,424	\$41,575	\$45,000	\$47,200	\$5,625	13.5%
Other Expenses	\$49,219	\$96,069	\$92,517	\$143,981	\$124,100	\$31,583	34.1%
Public relations	\$28,352	\$21,373	\$12,373	\$20,000	\$20,000	\$7,627	61.6%
Related expenses	\$24,887	\$20,935	\$26,363	\$26,218	\$33,348	\$6,985	26.5%
Salaries	\$95,333	\$93,209	\$104,338	\$120,876	\$123,942	\$19,604	18.8%
<b>Adult Services</b>	<b>\$613,952</b>	<b>\$790,069</b>	<b>\$430,306</b>	<b>\$565,277</b>	<b>\$410,068</b>	<b>(\$20,238)</b>	<b>-4.7%</b>
Electronic Databases	\$23,154	\$30,888	\$5,602	\$32,000	\$7,600	\$1,998	35.7%
Materials/periodicals	\$100,343	\$103,105	\$84,677	\$67,000	\$95,100	\$10,423	12.3%
Other Expenses	\$345	\$0	\$370	\$350	\$370	\$0	0.0%
Programming	\$2,994	\$991	\$4,990	\$7,000	\$7,000	\$2,010	40.3%
Related expenses	\$74,190	\$110,072	\$61,683	\$63,443	\$51,416	(\$10,267)	-16.6%
Salaries	\$412,926	\$545,013	\$272,984	\$395,484	\$248,582	(\$24,402)	-8.9%
<b>Outreach</b>	<b>\$2,259</b>	<b>\$17,291</b>	<b>\$156,325</b>	<b>\$177,566</b>	<b>\$235,284</b>	<b>\$78,959</b>	<b>50.5%</b>
Bookmobile costs	\$2,259	\$14,942	\$19,232	\$17,892	\$17,760	(\$1,472)	-7.7%

Materials/periodicals		\$239	\$635	\$2,000	\$400	(\$235)	-37.0%
Programming		\$2,110	\$2,457	\$3,000	\$8,500	\$6,043	246.0%
Related expenses		\$0	\$21,285	\$24,487	\$33,278	\$11,993	56.3%
Salaries		\$0	\$112,716	\$130,187	\$175,346	\$62,630	55.6%
<b>Tech Services</b>	<b>\$107,849</b>	<b>\$122,094</b>	<b>\$286,087</b>	<b>\$268,703</b>	<b>\$345,008</b>	<b>\$58,921</b>	<b>20.6%</b>
Other Expenses	\$5,371	\$6,814	\$6,945	\$0	\$7,000	\$55	0.8%
Related expenses	\$8,583	\$9,503	\$31,735	\$27,162	\$42,639	\$10,904	34.4%
Salaries	\$50,467	\$51,485	\$151,883	\$153,541	\$193,769	\$41,886	27.6%
Software/tech support	\$43,428	\$54,292	\$95,524	\$88,000	\$101,600	\$6,076	6.4%
<b>Youth Services</b>	<b>\$57,071</b>	<b>\$60,686</b>	<b>\$246,396</b>	<b>\$246,905</b>	<b>\$294,421</b>	<b>\$48,025</b>	<b>19.5%</b>
Materials/periodicals		\$0	\$63,527	\$72,000	\$80,000	\$16,473	25.9%
Programming	\$7,978	\$9,065	\$11,937	\$10,000	\$14,000	\$2,063	17.3%
Related expenses	\$6,593	\$8,021	\$27,095	\$18,322	\$38,005	\$10,910	40.3%
Salaries	\$42,500	\$43,600	\$143,838	\$146,583	\$162,416	\$18,578	12.9%
<b>Grand Total</b>	<b>\$1,391,431</b>	<b>\$1,377,516</b>	<b>\$1,552,291</b>	<b>\$1,758,077</b>	<b>\$1,844,021</b>	<b>\$291,730</b>	<b>18.8%</b>

**CLEARVIEW  
LIBRARY  
DISTRICT**

**2013 DRAFT BUDGET  
OCT. 30, 2012**

Expand Your Horizons







**2012**

**A year of transition**

**New Director**

**New Philosophy**

**New Strategic Plan**

**New Service Priorities**



# Connect to the Online World: Public Internet Access



**Goal: Everyone will have high-speed access to the resources and services available through the Internet.**

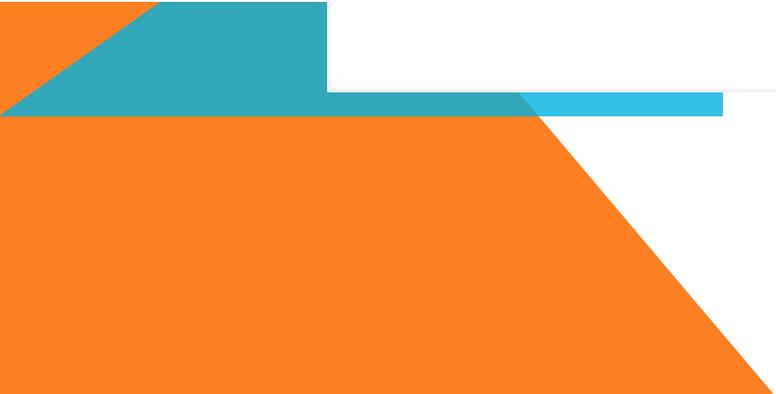
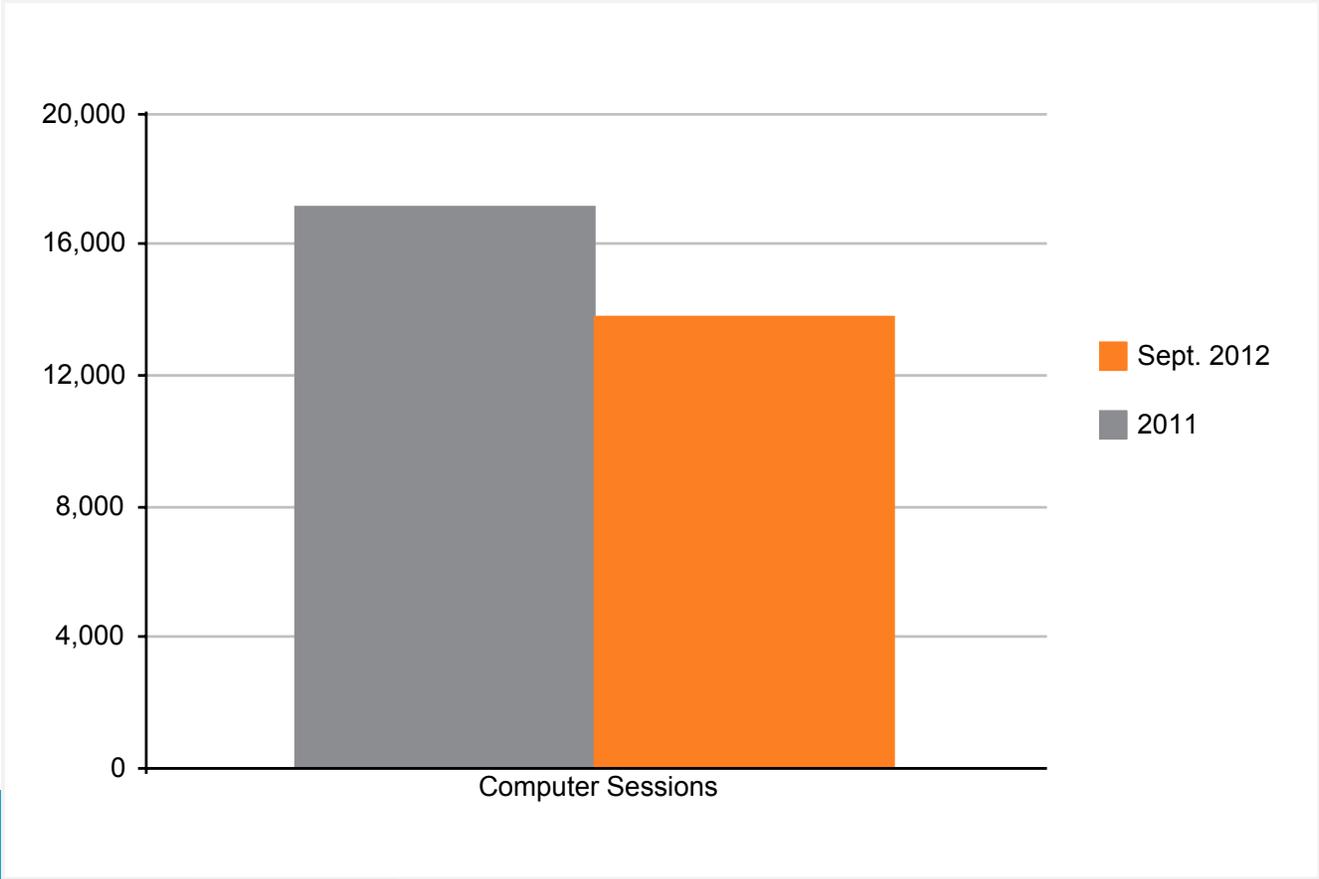
**Key Objectives:**

**By Dec. 31, 2015, the number of PC sessions will increase from 17,126 (FY11) to 19,700.**

**By Dec. 31, 2015 the number of internet enabled devices for public use within the library will increase from 0 (FY11) to 15.**

**Annually the number of people who connect to the Internet via the Library's Wi-Fi access will be 4,800.**





## **Wireless access**

**10 computer workstations for patrons use**

**4 computers for children to use**

**4 On-line catalog stations**

**2 Gaming Computers for children**



# CREATE YOUNG READERS



**Goal: Young  
children (age  
five and  
under) will**



**By Dec. 31, 2015, the number of young children (age five and under) participating in the Summer Reading Program will increase from 276 (FY11) to 425.**

**By Dec. 31, 2015, the hits on the Tumblebooks site will increase from zero (FY11) to 2,600.**

**By Dec. 31, 2015, the number of young children with library cards will be at least 600.**



# EXPRESS CREATIVITY



**Goal: Residents will be able to use the latest technologies to express and share their creativity with others.**

**Key Objectives:**

**Annually, a minimum of 300 residents will attend a training session in the use of technologies that can be used to create or share content.**

**Annually, a minimum of 500 residents will use library provided equipment or technology to create content.**



# **What Other Libraries Are Doing**

**- Content Creation, Media Labs, Makerspaces**

**Allen County, Indiana – Maker Station**

**Laramie, Wyoming – Animation Station**

**Skokie, Illinois – Digital Media Lab**

**Chicago, Illinois – YouMedia**

**Fayetteville, New York – The Fab Lab**



# SATISFY CURIOSITY



**Goals: Children (ages 6 – 12) will have the resources they need to satisfy their curiosity and explore topics of personal interest.**

**Adults and teens will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.**

**Key Objectives:**

**Annually, the circulation of adult non-fiction will be at least 17,000.**

**Annually, a minimum of 1,000 adults will participate in a library sponsored or co-sponsored program.**

**By Dec. 31, 2015, the circulation of non-fiction material for children ages 6-12 will increase from 10,162 (FY11) to 12,190.**

# STIMULATE IMAGINATION



## **Goals:**

**Children (ages 6 – 12) will have materials and programs that engage their imaginations and provide pleasurable reading, viewing, and listening experiences.**

**Teens (age 13 and older) will have materials and programs that respond to their current interests and provide pleasurable reading, viewing, and listening experiences.**

**Adults will have convenient, timely access to a variety of new and popular materials.**



## **Key Objectives:**

**By Dec. 31, 2015, the circulation of adult fiction (print) will increase from 29,229 (FY11) to 35,000.**

**By Dec. 31, 2015, the circulation of adult media (CDs, videos, DVDs, etc.) will increase from 18,692 (FY11) to 24,300.**

**By Dec. 31, 2015, the circulation of e-books will increase from 1,833 (FY11) to 5,400.**

**By Dec. 31, 2015, the circulation of fiction for teen age 13 and older will increase from 5,322 (FY11) to 6,600.**



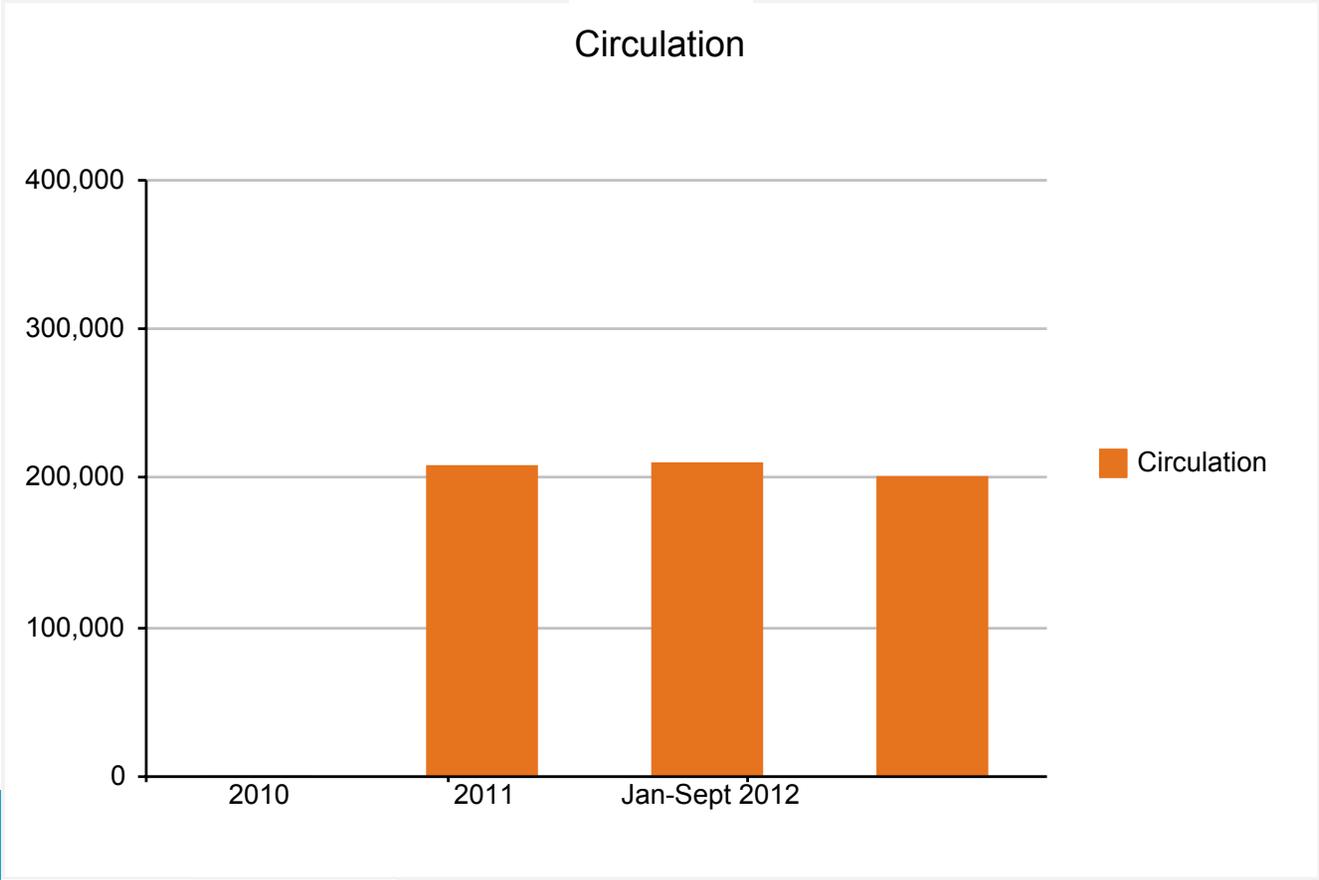
**By Dec. 31, 2015, the number of teens participating in the Summer Reading Program will increase from 199 (FY11) to 250.**

**By Dec. 31, 2015, the number of children participating in a library sponsored or co-sponsored program will increase from 5,890 (FY11) to 7,300.**

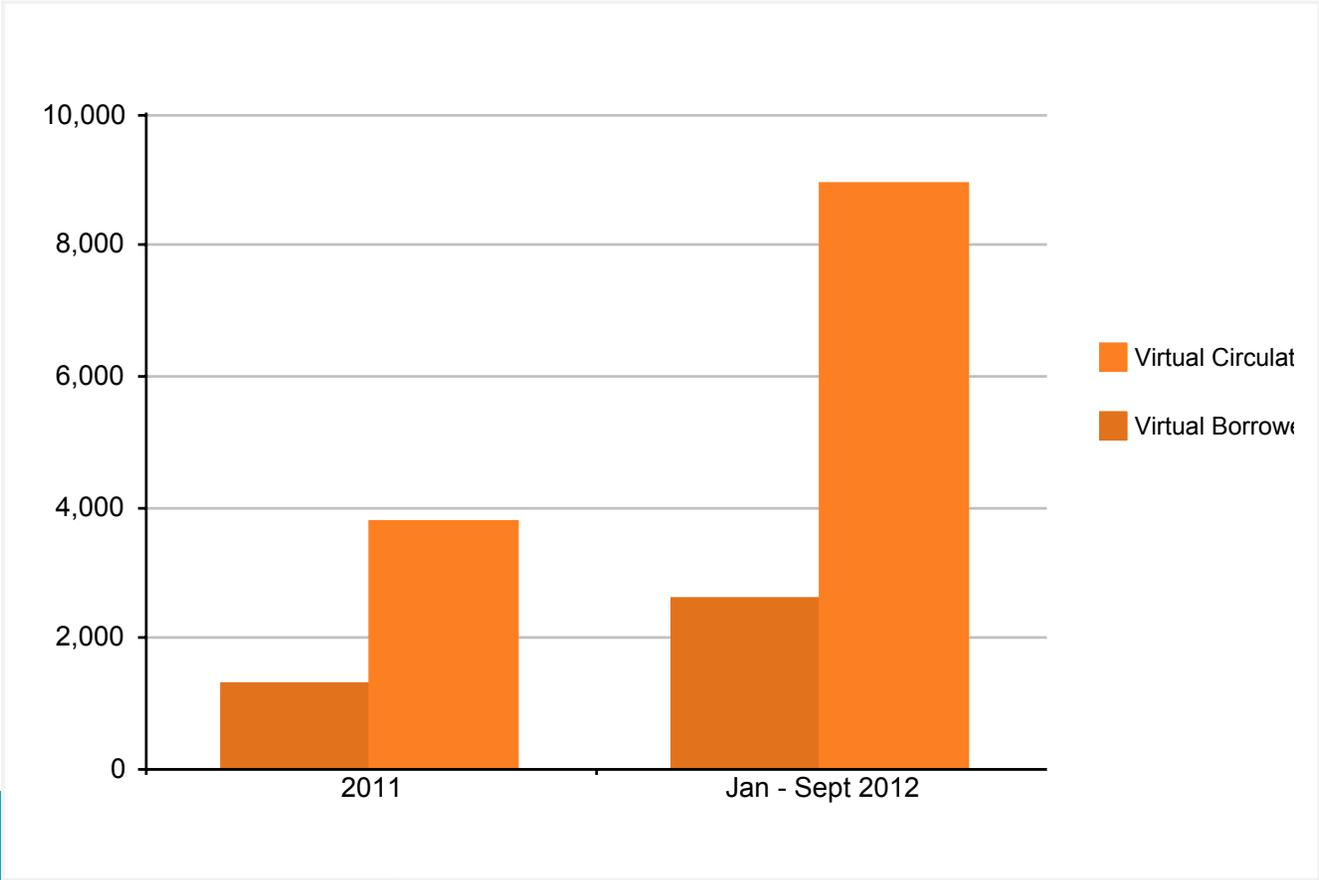
**By Dec. 31, 2015, the number of children participating in the Summer Reading Program will increase from 581 (FY11) to 725.**



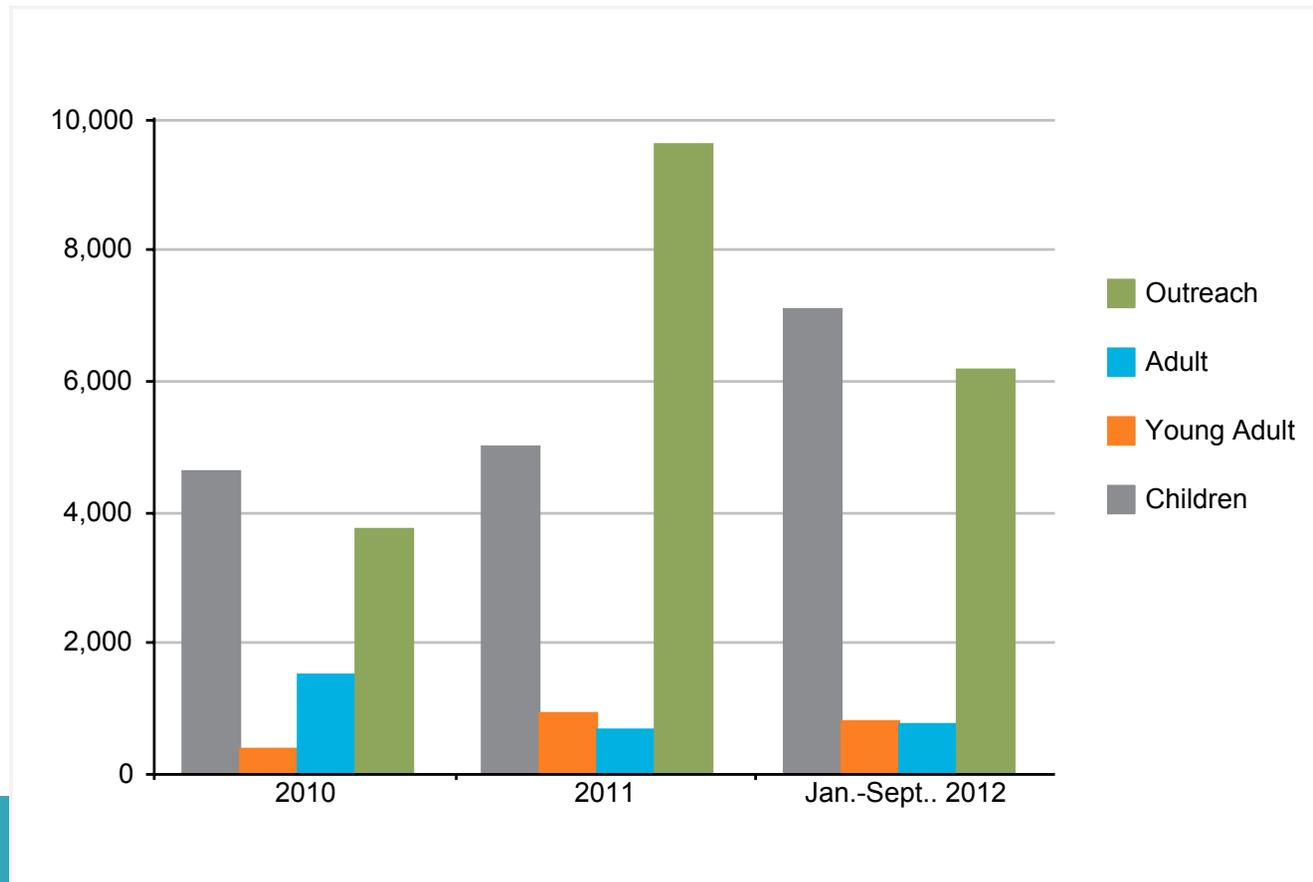
# Circulation ( Items Checked Out) – 2010-Sept. 2012



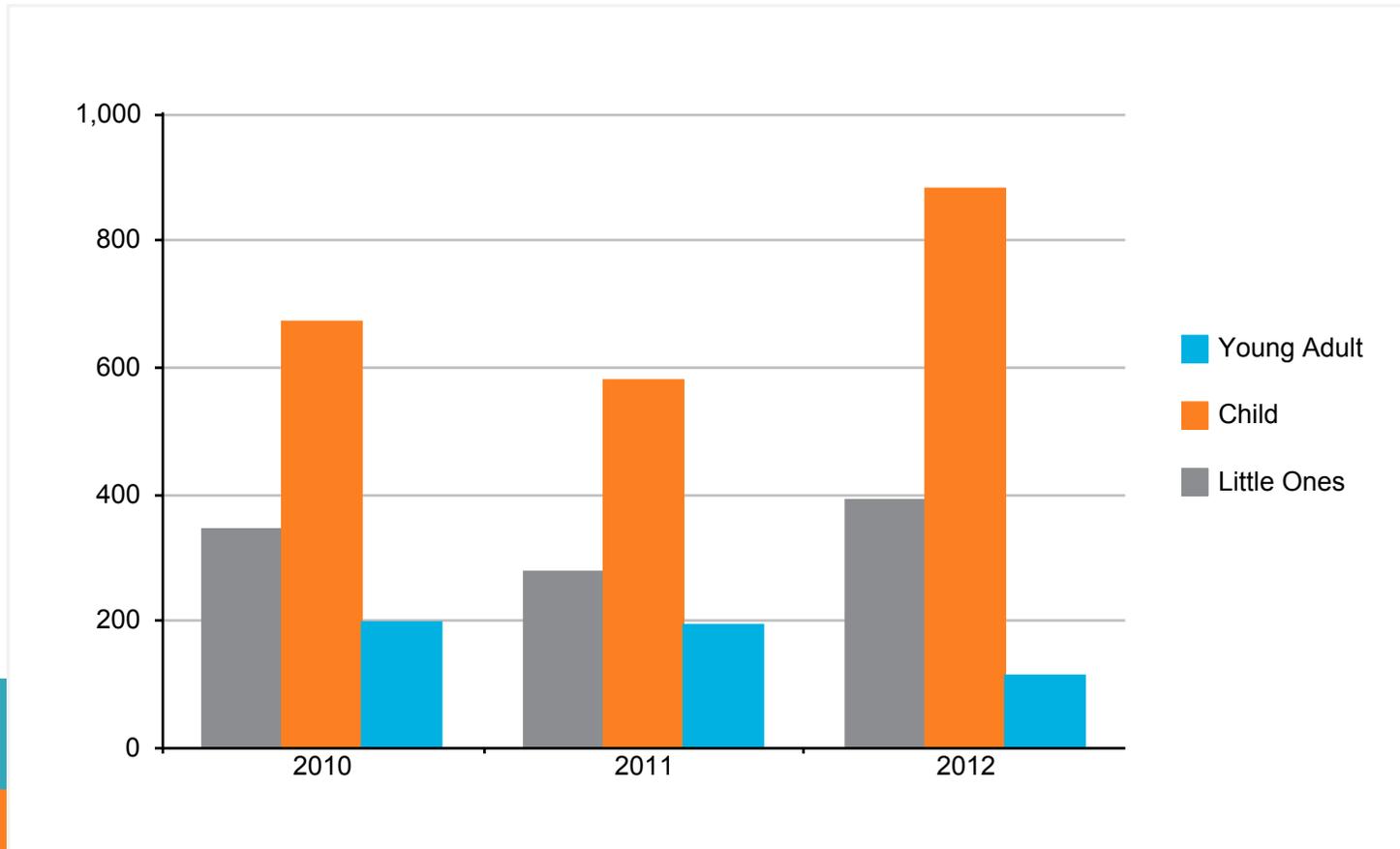
# Virtual Borrowers and Virtual Circulation – 2011- Sept.,201



# Program Attendees – 2010 – Sept. 2012



# Youth Services Statistics – Summer Reading Participants - 2010 - 2012



Does not include Outreach

# Goals, Objectives, Activities



**2013**

**Budget**



**Preliminary assessed property valuation -  
\$483,891,950, approximately \$18 million over 2012.**

**Mill levy (3.546) = tax revenue of \$1,739, 203,  
\$57,000 over 2012.**

**Other revenue for 2013 is on a par with 2012.**

**2013 expenditures \$291730 over forecasted 2012  
expenditures.**

Clearview Lib. Dist. Draft Budget 2013							
	Years						
Revenue	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change from 2012
General property tax	\$1,728,520	\$1,568,610	\$1,686,761	\$1,684,156	\$1,739,203	\$52,442	3.1%
Other revenue	\$30,958	\$32,716	\$42,505	\$20,000	\$21,500	(\$21,005 )	-49.4%
Specific ownership tax	\$108,541	\$116,124	\$105,620	\$100,000	\$100,000	(\$5,620)	-5.3%
Grand Total	\$1,868,019	\$1,717,450	\$1,834,886	\$1,804,156	\$1,860,703	\$25,817	1.4%



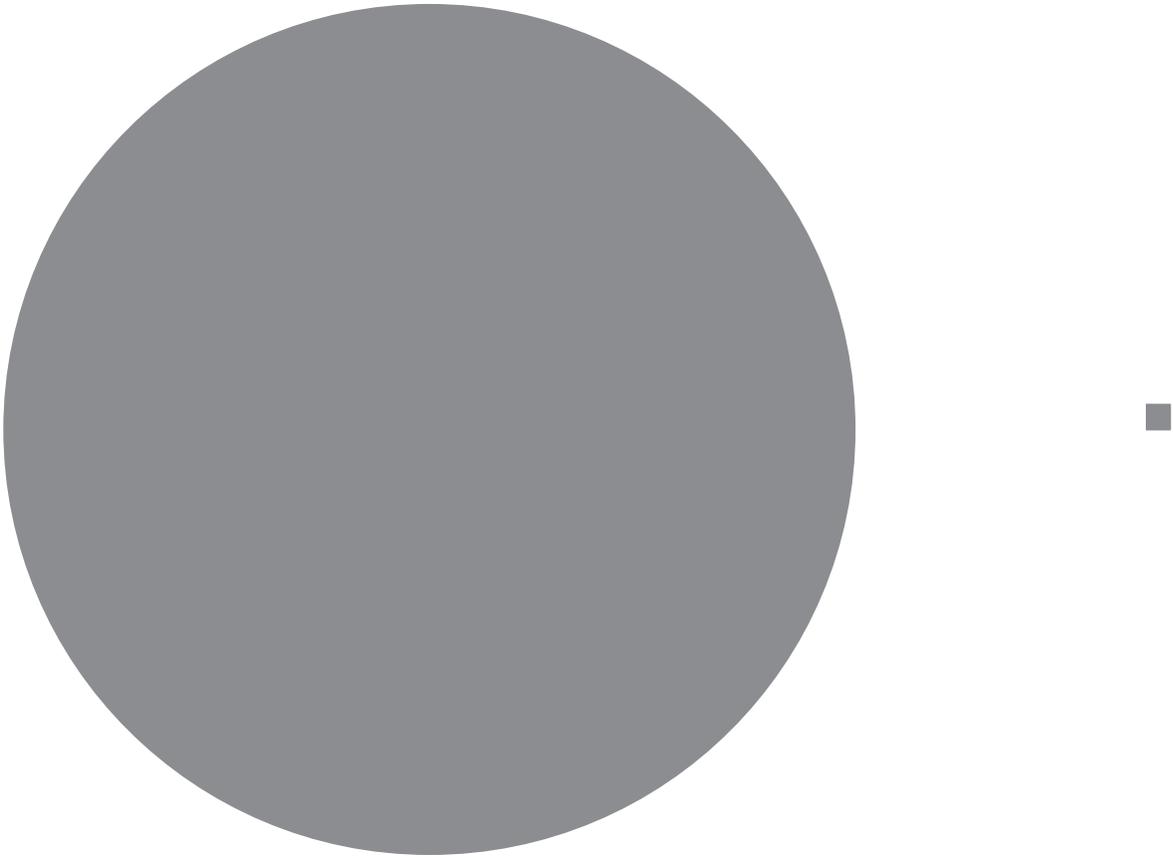
	Year						
Expenditures	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
Bookmobile costs	\$2,259	\$14,942	\$19,232	\$17,892	\$17,760	(\$1,472)	-7.7%
Building costs	\$65,102	\$72,713	\$77,214	\$71,000	\$93,100	\$15,886	20.6%
Capital outlays	\$280,846	\$28,254	\$52,559	\$45,000	\$90,000	\$37,441	71.2%
County treasurer's fee	\$26,030	\$23,399	\$26,238	\$27,550	\$27,550	\$1,312	5.0%
Electronic Databases	\$23,154	\$30,888	\$5,602	\$32,000	\$7,600	\$1,998	35.7%
Materials/periodicals	\$100,343	\$103,343	\$148,840	\$141,000	\$175,500	\$26,660	17.9%
Operating supplies	\$40,531	\$31,424	\$41,575	\$45,000	\$47,200	\$5,625	13.5%
Other Expenses	\$54,935	\$102,883	\$99,833	\$144,331	\$131,470	\$31,637	31.7%
Programming	\$10,972	\$12,167	\$19,384	\$20,000	\$29,500	\$10,116	52.2%
Public relations	\$28,352	\$21,373	\$12,373	\$20,000	\$20,000	\$7,627	61.6%
Related expenses	\$114,253	\$148,532	\$168,160	\$159,633	\$198,686	\$30,526	18.2%
Salaries	\$601,226	\$733,306	\$785,758	\$946,671	\$904,055	\$118,297	15.1%
Software/tech support	\$43,428	\$54,292	\$95,524	\$88,000	\$101,600	\$6,076	6.4%
<b>Grand Total</b>	<b>\$1,391,431</b>	<b>\$1,377,516</b>	<b>\$1,552,291</b>	<b>\$1,758,077</b>	<b>\$1,844,021</b>	<b>\$291,730</b>	<b>18.8%</b>
Net	\$ 476,588	\$ 339,934	\$ 282,595	\$ 46,079	\$ 16,682	\$ (265,913)	-94.1%



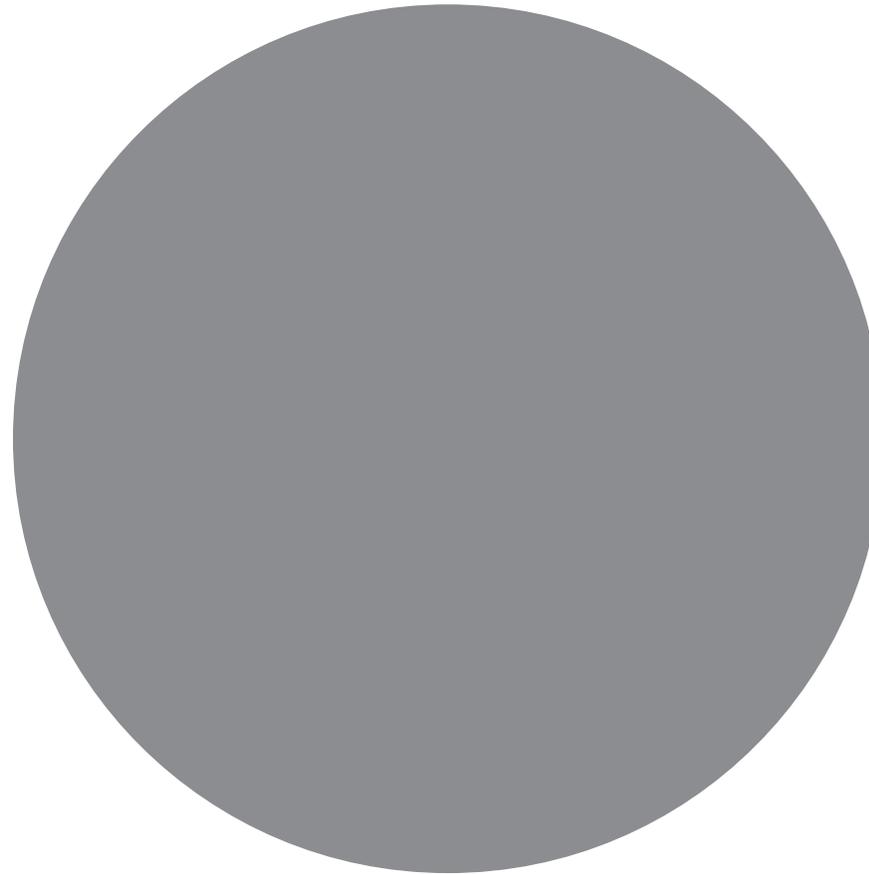
	Years						
Dept. Breakout	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
Admin	\$610,300	\$387,376	\$433,177	\$499,625	\$559,240	\$126,063	29.1%
Building costs	\$65,102	\$72,713	\$77,214	\$71,000	\$93,100	\$15,886	20.6%
Capital outlays	\$280,846	\$28,254	\$52,559	\$45,000	\$90,000	\$37,441	71.2%
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Salaries	\$95,333	\$93,209	\$104,338	\$120,876	\$123,942	\$19,604	18.8%
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Other Expenses	\$345	\$0	\$370	\$350	\$370	\$0	0.0%
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Related expenses	\$74,190	\$110,072	\$61,683	\$63,443	\$51,416	(\$10,267)	-16.6%
Salaries	\$412,926	\$545,013	\$272,984	\$395,484	\$248,582	(\$24,402)	-8.9%
Outreach	\$2,259	\$17,291	\$156,325	\$177,566	\$235,284	\$78,959	50.5%
Bookmobile costs	\$2,259	\$14,942	\$19,232	\$17,892	\$17,760	(\$1,472)	-7.7%
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Programming		\$2,110	\$2,457	\$3,000	\$8,500	\$6,043	246.0%
Related expenses		\$0	\$21,285	\$24,487	\$33,278	\$11,993	56.3%
Salaries		\$0	\$112,716	\$130,187	\$175,346	\$62,630	55.6%
Tech Services	\$107,849	\$122,094	\$286,087	\$268,703	\$345,008	\$58,921	20.6%
Other Expenses	\$5,371	\$6,814	\$6,945	\$0	\$7,000	\$55	0.8%

# 2013 Budget – Expenditures,

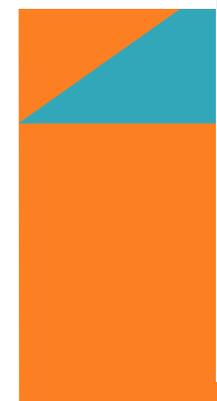
\$1,011,071



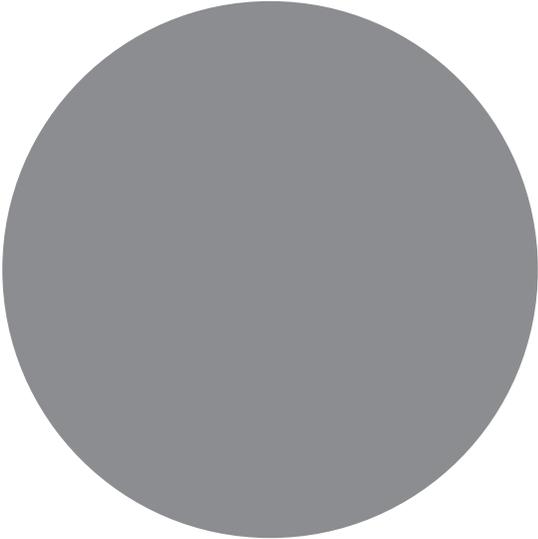
# Expenditures as a % of the budget - 2010



■ Expenditures as Percentage of Bur



# FTEs by Department for 2013



■ FTEs by Department for 2013



## **Salaries - \$118,297( 15.1%)**

- **Merit increases**
- **Addition of a part-time maintenance/cleaner**
- **Positions added to the budget in 2012, filled**

## **Related expenses - \$30,526(18.2%)**

- **Short –term disability insurance**
- **Health insurance for full time staff**

## **Materials/periodicals - \$26,660(17.9%)**

- **More books, cds, dvds, games**
  - **More e-books and other e-content**
- 

**Programming - \$10,116(52.2%)**

- **More programming and collaboration with other agencies**

**Public relations - \$7,627(61.6%)**

- **Increased marketing of services**

**Building costs - \$15,886(20.6%)**

**Software/Tech Support – \$6,076(6.4%)**



## **Other expenses - \$31,637(31.7%)**

- **This line incorporates, audit fees, consultant fees, copier lease, telephone and internet charges, legal expenses, Board Expenses, meetings and conference expenses, postage, small equipment, staff development and other miscellaneous charges.**

## **Capital Outlays – \$37,441(71.2%)**

- **Computers and software will be needed for the Creation Space. Computers within the library for the public and staff need updating. The Library will need to replace its servers or use a hosted option.**



**Questions**  
**?**





## LIBRARY BOARD MEETING MINUTES

Thursday, October 20, 2011, August 1

### CALL TO ORDER

Treasurer Wildman called the meeting to order at 5:33 P.M.

In Attendance: Bev Menke, Joan Perko, Scott Wildman  
Robert Bishop Cotner, Representative of the Town of Windsor  
Tempy Bowman, Representative from the School Board

### PUBLIC INPUT

None

### REVIEW OF AGENDA

No changes in the agenda

### DIRECTOR'S REPORT

Director Kling presented the Director's Report for review. The Zombie Walk was a success with around 50 youngsters and parents participating. Menke commented on the presence of the Bookmobile at Saturday Trick or Treat on Main Street.

#### Monthly Statistics

Director Kling presented the monthly statistics related to Library activity, and reported that most of the statistics had increased again during the month of September.

### TREASURER'S REPORT

Treasurer Wildman presented the Treasurer's Report including revenue and expenditures report and the fund balance report.

### COMMUNICATIONS

Director Kling reported there were no

### PERSONNEL COMMITTEE REPORT

The Personnel Committee met and recommended the adoption of the Clearview Library District Employee Handbook

Move Perko, Second Menke to accept the Personnel Committee's recommendation and adopt the Clearview Library District Employee Handbook for use with Library Personnel. Unanimous.

### NEW BUSINESS

#### **2013 Budget Hearing**

Treasurer Wildman opened the Public Hearing on the 2013 Budget at 5:47 P.M.

Director Kling presented the 2013 Budget and Service Priorities.

Work Session with the Library Board, Town Council and School Board will be held on November 8<sup>th</sup> at the Library.

The Budget will be posted with the October Minutes.

Wildman closed the public hearing at 6:15 P.M.

Director's Preliminary Goals for 2013

Director Kling presented her Goals for 2013 to the Board. Move Menke, second

Perko to adopt the Director's Goals as presented.

#### Colorado Assn. of Libraries Conference Report

The Conference was held in Keystone and staff members attended the Conference and workshops. It was felt that the Conference was successful and worth attending. Director Kling reviewed some of the Conference programs and presentations.

#### Board Vacancy for 2013

Trustee Kelly Hall will be ending her term at the end of December, 2012.

The Library is taking applications for those desiring to be on the Board beginning In January 2013. Applications are available on-line at the Clearview Library Website and at the Circulation Desk.

**Weather Closing Policy:** The Library Director or other management staff will determine if the Library should be closed for weather. The closing will be posted on the website and signs at the door to the Library. Move Menke, second Perko to accept the policy as proposed. Unanimous

**Audit Committee Report:** Treasurer Wildman discussed the suggestions that came from the auditor and results of Audit Committee meetings. The Audit Committee recommends to the Board to put the auditing proposal out for bid for the 2012 Audit. Move Perko, second Menke to approve the Audit Committee's Recommendation. Unanimous.

#### OLD BUSINESS

None

#### CONSENT AGENDA

Move Menke, second Perko to accept the Consent Agenda.

#### UPCOMING AGENDA

November 8<sup>th</sup> – Work Session on Budget

November 27<sup>th</sup> – Next Regular Meeting of the Library Board

#### APPROVAL OF MINUTES

ADJOURN, Next Meeting Nov. 27, 2012