

# MINUTES OF THE CLEARVIEW LIBRARY BOARD MEETING Tuesday, Sept 25, 2012



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## CALL TO ORDER

Present: President Vance called the meeting to order at 5:32 P.M.  
In attendance: Trustees David Vance, Scott Wildman, Joann Perko, Kelly Hall, Bev Menke  
Temy Bowman, RE4 School District Representative  
Director Ann Kling  
Jo Anne Hagen, Counsel

## PUBLIC INPUT

Comments from Joan Titre regarding zombie poster in library, stating that she felt it was inappropriate for the Library.

## REVIEW OF AGENDA

Move budget discussion to the beginning of the meeting.  
Delete Annual Evaluation of the Director for this meeting to be rescheduled later in the year.

## 2013 BUDGET FIRST READING

2013 Budget: Strategic Plan Goals and the proposed Budget for 2013 were presented by Director Kling. The presentation is available in its entirety on the Library website. The second reading and public hearing will be held at the October meeting; a joint work session with the Town of Windsor and the School Board on November 8, 2012. The final budget adoption will take place at the November meeting of the Library Board of Trustees. Questions pertaining to the 2013 Budget may be directed to Ann Kling.

## DIRECTOR'S REPORT

Director Kling presented her Director's Report on activities through August 2012. The report is available on the Library website.

## Monthly Statistics

Director Kling presented the August Progress Toward Goals Report which is also available on the Library website.

## TREASURER'S REPORT

Scott Wildman presented the Treasurer's Report. This report is also available on the Library website.

## COMMUNICATIONS

None to report.

## PERSONNEL COMMITTEE REPORT

Kelly Hall presented recommendations from the Personnel Committee:

Jeri Newport and Steven Davis are new shelvers for Youth and Adult Services. The new Circulation Assistant is

Katie Scherer. The Personnel Manual is under review by the Board and the Library staff as are health insurance and short-term disability insurance plans. In October the health insurance and disability insurance vendors will make a presentation to the Personnel Committee. The Committee will also review the Director's contract prior to its expiry on 12/31/12.

#### NEW BUSINESS:

There was no additional new business.

#### OLD BUSINESS

Audit Report: Treasurer Wildman discussed the status of the audit report.

Update on Facilities Planning: The Board will be reviewing facilities planning with June Garcia to prepare plans for monitoring facilities limitations, develop indicators which would trigger facilities changes or expansions. The Facilities Planning will also include gathering public and staff input on the facilities and what needs may exist. A work session with Ms. Garcia is scheduled for December 8, 2012 to begin the planning process.

#### CONSENT AGENDA

Move Perko, second Wildman to approve the Treasurer's Report. Unanimous.

#### UPCOMING AGENDA

2<sup>nd</sup> Reading of 2013 Budget and Public Hearing.  
Recommendation from the Audit Committee.

#### APPROVAL OF MINUTES

Move Hall, second Wildman to adjourn. Unanimous.

ADJOURN, Next Meeting October 30, 2012

*/s/ Jo Anne Hagen*

Signature is on File with the Clearview Library

AFFIDAVIT OF SIGNATURE

I, Jo Anne Hagen, affirm that the following signature is my true and exact signature which is used on documents related to the Clearview Library



**Clearview Library District**  
**2013 Budget Message**  
**First Reading 09/25/12**

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 14.9 percent over 2012.

The circulation of books, dvds, cds and games has increased 19% over the same period in 2011 (Jan.-Aug). The virtual circulation ( e-books, downloadable music and downloadable audiobooks) has increased 255% 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 August of 2012, 13,018 people had attended programs in the Clearview Library District, up 58.2% over 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 Building**

129,947 people visited the Windsor Severance Library between January and August of 2012, a 13% increase over 2011. The Windsor Severance Library is now open 7 days a week year round with very few exceptions. The library will add 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 \$279,811. The major increases can be accounted for as follows:

- Salaries - \$130,990( 16.9%). 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 ft'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 - \$27851(16.3%). 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 - \$22,694(14.9) 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 - \$6,704(32.2%) 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 - \$8,361(71.8%) 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.
- Bookmobile costs - \$3,251(25%). The bookmobile is 2 years old, maintenance costs will be increasing. The bookmobile operates seven days a week and fuel costs have been rising.
- Building costs - \$11,973(14.8%) - 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 - \$6,166(6.5%). Upgrades to our computers systems, TLC, 3M, and Envisionware, and to our wifi are anticipated for 2013.
- Other expenses - \$18,962(19.6%). 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 - \$35,099(63.9%). 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.

Clearview Draft 2013  
Budget

Revenue	Year			2012 budget	2013 Budget	\$ Change From 2012	% Change from 2012
	2010	2011	Projected 2012				
General property tax	\$1,728,520	\$1,568,610	\$1,698,230	\$1,684,156	\$1,739,203	\$40,973	2.4%
Other revenue	\$30,958	\$32,716	\$40,652	\$20,000	\$21,500	(\$19,152)	-47.1%
Specific ownership tax	\$108,541	\$116,124	\$94,167	\$100,000	\$100,000	\$5,833	6.2%

<b>Grand Total</b>	<b>\$1,868,019</b>	<b>\$1,717,450</b>	<b>\$1,833,050</b>	<b>\$1,804,156</b>	<b>\$1,860,703</b>	<b>\$27,653</b>	<b>1.5%</b>
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Expenditure	Year		Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
	2010	2011					
Bookmobile costs	\$2,259	\$14,942	\$13,009	\$17,892	\$16,260	\$3,251	25.0%
Building costs	\$65,102	\$72,713	\$81,127	\$71,000	\$93,100	\$11,973	14.8%
Capital outlays	\$280,846	\$28,254	\$54,901	\$45,000	\$90,000	\$35,099	63.9%
County treasurer's fee	\$26,030	\$23,399	\$39,151	\$27,550	\$44,300	\$5,149	13.2%
Electronic Databases	\$23,154	\$30,888	\$6,602	\$32,000	\$7,600	\$998	15.1%
Materials/periodicals	\$100,343	\$103,343	\$152,806	\$141,000	\$175,500	\$22,694	14.9%
Operating supplies	\$40,531	\$31,424	\$45,585	\$45,000	\$47,200	\$1,615	3.5%
Other Expenses	\$54,935	\$102,883	\$96,508	\$144,331	\$115,470	\$18,962	19.6%
Programming	\$10,972	\$12,167	\$20,796	\$20,000	\$27,500	\$6,704	32.2%
Public relations	\$28,352	\$21,373	\$11,639	\$20,000	\$20,000	\$8,361	71.8%
Related expenses	\$114,253	\$148,532	\$170,835	\$159,633	\$198,686	\$27,851	16.3%
Salaries	\$601,226	\$733,306	\$773,065	\$946,671	\$904,055	\$130,990	16.9%
Software/tech support	\$43,428	\$54,292	\$95,434	\$88,000	\$101,600	\$6,166	6.5%
<b>Grand Total</b>	<b>\$1,391,431</b>	<b>\$1,377,516</b>	<b>\$1,561,460</b>	<b>\$1,758,077</b>	<b>\$1,841,271</b>	<b>\$279,811</b>	<b>17.9%</b>

Net	\$ 476,588	\$ 339,934	\$ 271,590	\$ 46,079	\$ 19,432	\$ (252,158)	-92.8%
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Department Breakout:

	Year		Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
	2010	2011					
<b>Admin</b>	<b>\$610,300</b>	<b>\$387,376</b>	<b>\$452,502</b>	<b>\$499,625</b>	<b>\$560,790</b>	<b>\$108,288</b>	<b>23.9%</b>
Building costs	\$65,102	\$72,713	\$81,127	\$71,000	\$93,100	\$11,973	14.8%
Capital outlays	\$280,846	\$28,254	\$54,901	\$45,000	\$90,000	\$35,099	63.9%
County treasurer's fee	\$26,030	\$23,399	\$39,151	\$27,550	\$44,300	\$5,149	13.2%
Operating supplies	\$40,531	\$31,424	\$45,585	\$45,000	\$47,200	\$1,615	3.5%
Other Expenses	\$49,219	\$96,069	\$89,555	\$143,981	\$108,900	\$19,345	21.6%
Public relations	\$28,352	\$21,373	\$11,639	\$20,000	\$20,000	\$8,361	71.8%
Related expenses	\$24,887	\$20,935	\$26,373	\$26,218	\$33,348	\$6,975	26.4%
Salaries	\$95,333	\$93,209	\$104,171	\$120,876	\$123,942	\$19,771	19.0%
<b>Adult Services</b>	<b>\$613,952</b>	<b>\$790,069</b>	<b>\$437,838</b>	<b>\$565,277</b>	<b>\$410,068</b>	<b>(\$27,770)</b>	<b>-6.3%</b>
Electronic Databases	\$23,154	\$30,888	\$6,602	\$32,000	\$7,600	\$998	15.1%
Materials/periodicals	\$100,343	\$103,105	\$86,547	\$67,000	\$95,100	\$8,553	9.9%

Other Expenses	\$345	\$0	\$370	\$350	\$370	\$0	0.0%
Programming	\$2,994	\$991	\$5,290	\$7,000	\$7,000	\$1,710	32.3%
Related expenses	\$74,190	\$110,072	\$63,259	\$63,443	\$51,416	(\$11,843)	-18.7%
Salaries	\$412,926	\$545,013	\$275,769	\$395,484	\$248,582	(\$27,187)	-9.9%
<b>Outreach</b>	<b>\$2,259</b>	<b>\$17,291</b>	<b>\$148,947</b>	<b>\$177,566</b>	<b>\$233,784</b>	<b>\$84,837</b>	<b>57.0%</b>
Bookmobile costs	\$2,259	\$14,942	\$13,009	\$17,892	\$16,260	\$3,251	25.0%
Materials/periodicals		\$239	\$783	\$2,000	\$400	(\$383)	-48.9%
Programming		\$2,110	\$2,564	\$3,000	\$8,500	\$5,936	231.6%
Related expenses		\$0	\$21,518	\$24,487	\$33,278	\$11,760	54.7%
Salaries		\$0	\$111,073	\$130,187	\$175,346	\$64,273	57.9%
<b>Tech Services</b>	<b>\$107,849</b>	<b>\$122,094</b>	<b>\$275,332</b>	<b>\$268,703</b>	<b>\$344,208</b>	<b>\$68,876</b>	<b>25.0%</b>
Other Expenses	\$5,371	\$6,814	\$6,583	\$0	\$6,200	(\$383)	-5.8%
Related expenses	\$8,583	\$9,503	\$33,312	\$27,162	\$42,639	\$9,327	28.0%
Salaries	\$50,467	\$51,485	\$140,003	\$153,541	\$193,769	\$53,766	38.4%
Software/tech support	\$43,428	\$54,292	\$95,434	\$88,000	\$101,600	\$6,166	6.5%
<b>Youth Services</b>	<b>\$57,071</b>	<b>\$60,686</b>	<b>\$246,841</b>	<b>\$246,905</b>	<b>\$292,421</b>	<b>\$45,580</b>	<b>18.5%</b>
Materials/periodicals		\$0	\$65,476	\$72,000	\$80,000	\$14,524	22.2%
Programming	\$7,978	\$9,065	\$12,943	\$10,000	\$12,000	(\$943)	-7.3%
Related expenses	\$6,593	\$8,021	\$26,374	\$18,322	\$38,005	\$11,631	44.1%
Salaries	\$42,500	\$43,600	\$142,049	\$146,583	\$162,416	\$20,367	14.3%
<b>Grand Total</b>	<b>\$1,391,431</b>	<b>\$1,377,516</b>	<b>\$1,561,460</b>	<b>\$1,758,077</b>	<b>\$1,841,271</b>	<b>\$279,811</b>	<b>17.9%</b>





# **CLEARVIEW LIBRARY DISTRICT**

**2013 DRAFT BUDGET**

**SEPT. 25, 2012**

Expand Your Horizons



**Clearview**  
Library District





Expand Your Horizons

Clearview  
Mobile Library  
www.myclearview.info

USDOT #1723240

# 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.**

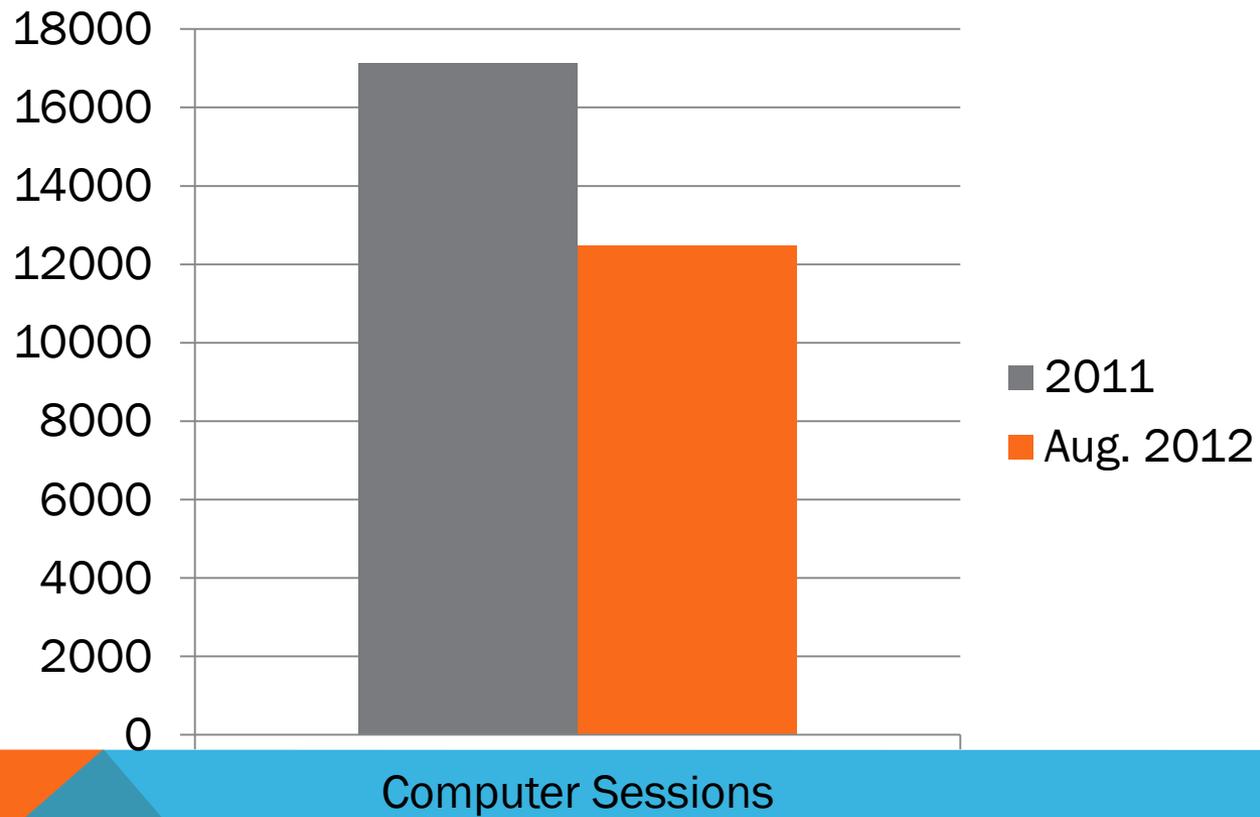
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**Annually the number of people who connect to the Internet via the Library's Wi-Fi access will be 4,800.**





## **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 have materials, services, and programs designed to ensure that they will develop a lifelong love of books and reading.**

**Key Objectives:**

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# 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

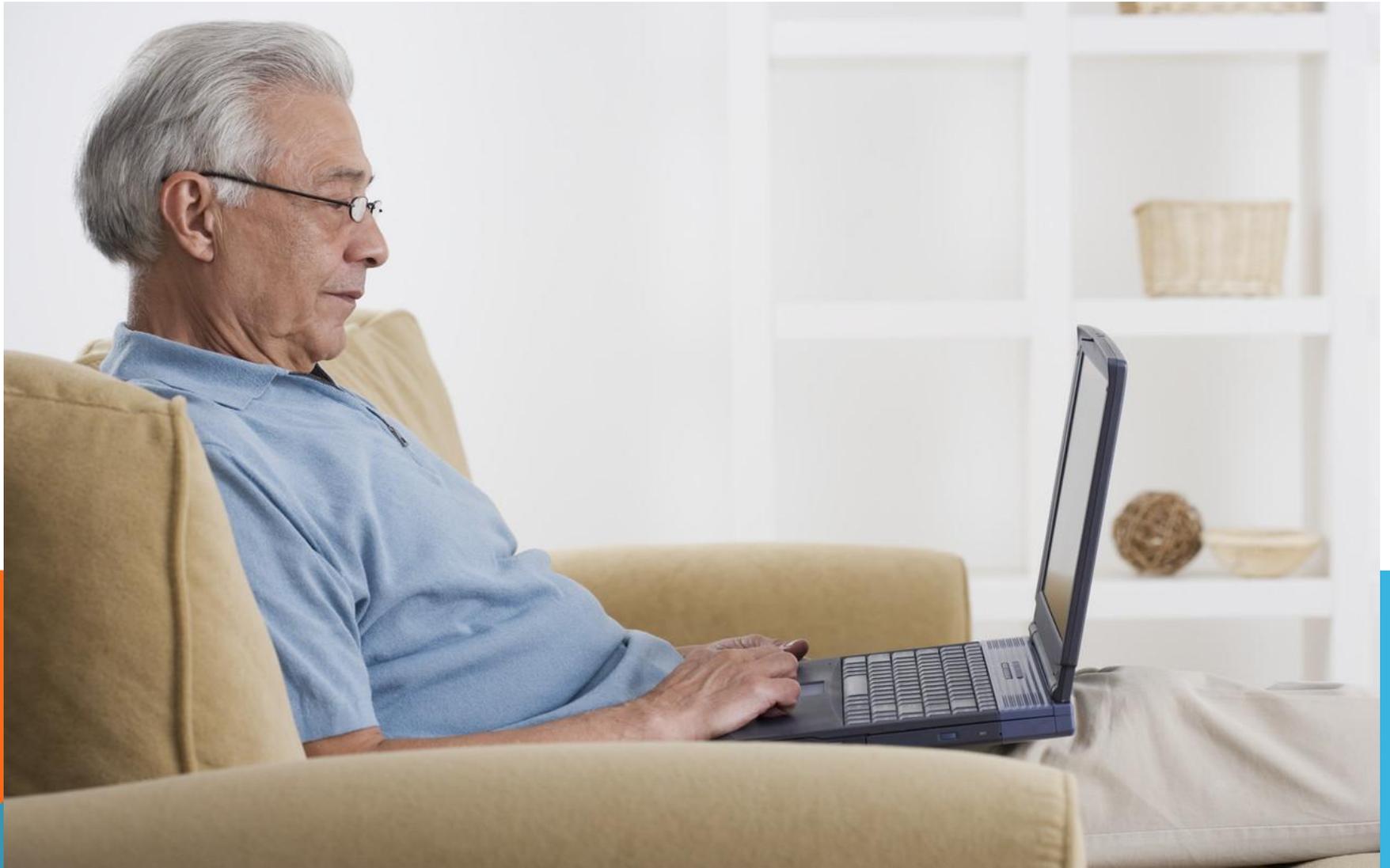
Skokie, Illinois – Digital Media Lab

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:**

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# STIMULATE IMAGINATION



## **Goals:**

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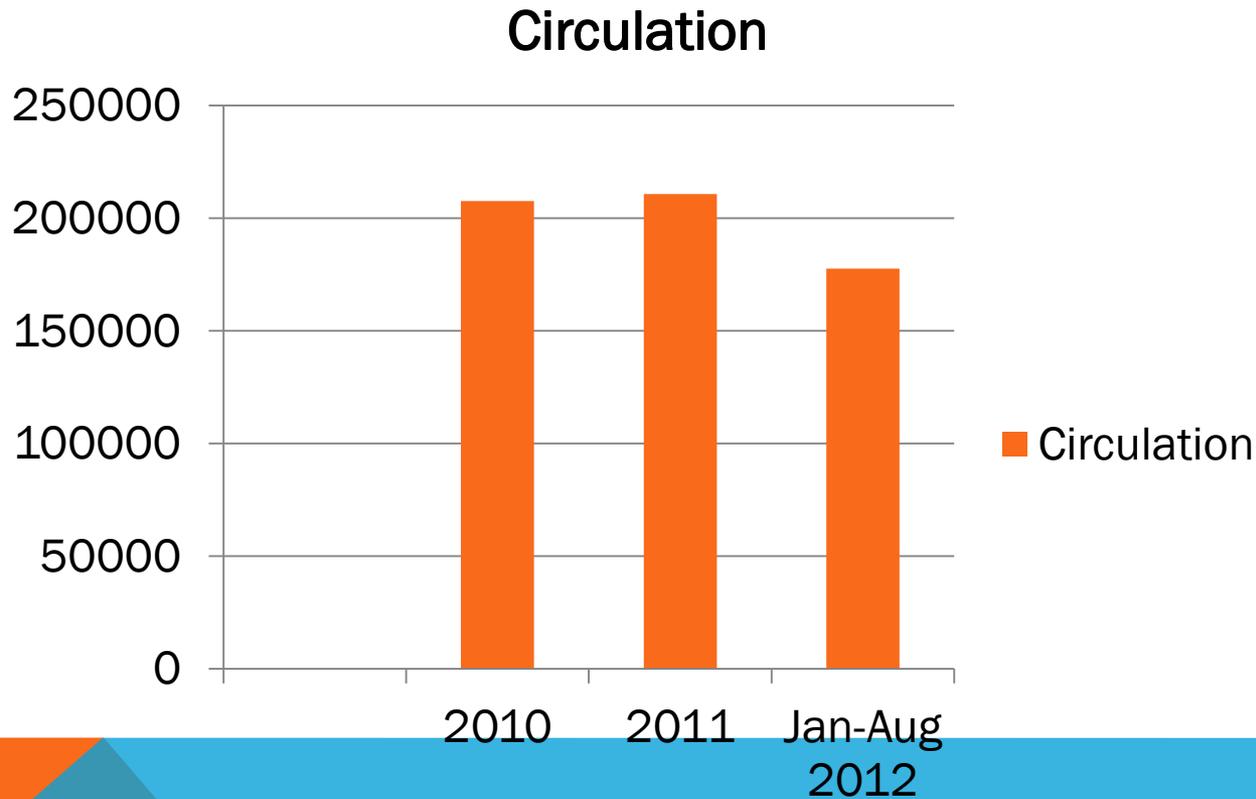
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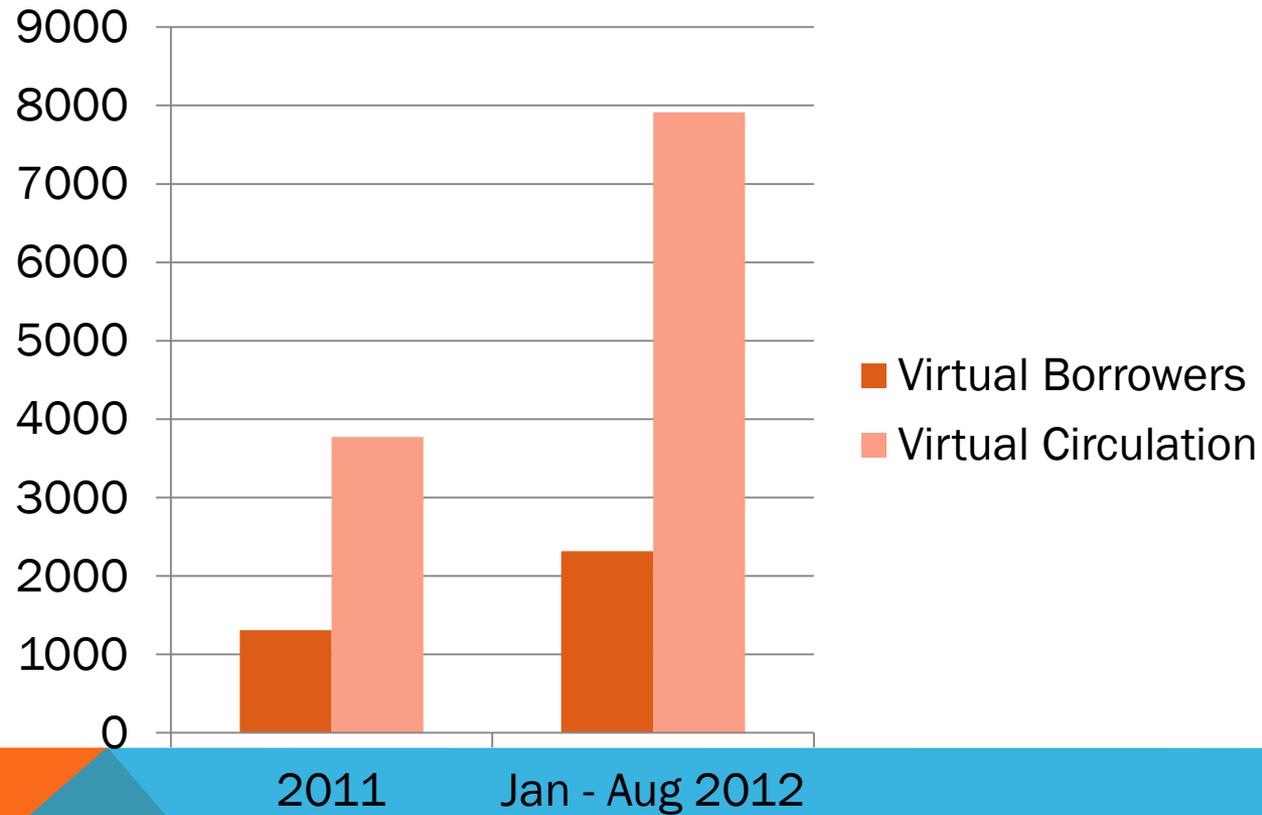
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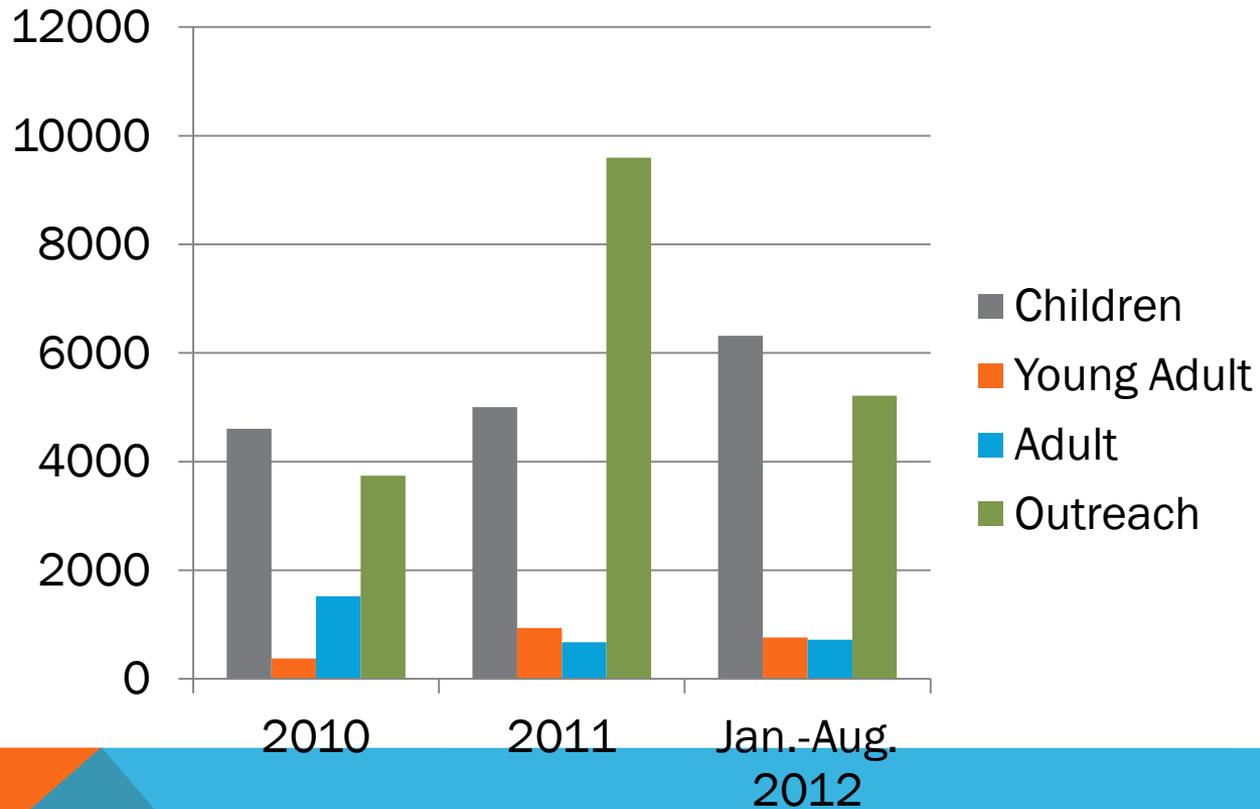
# Circulation ( Items Checked Out) - 2010-Aug. 2012



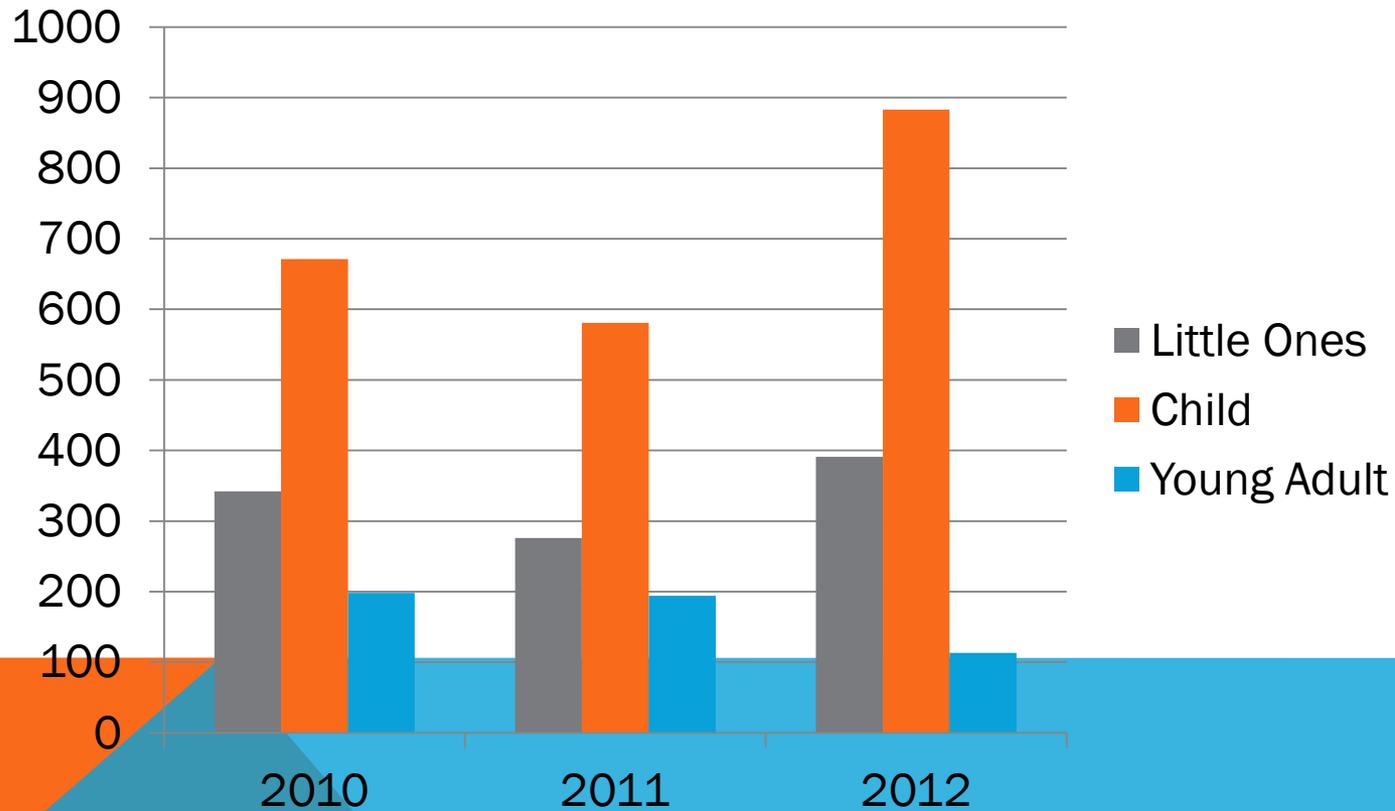
# Virtual Borrowers and Virtual Circulation – 2011- Aug.,2012



# Program Attendees - 2010 - Aug. 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.**

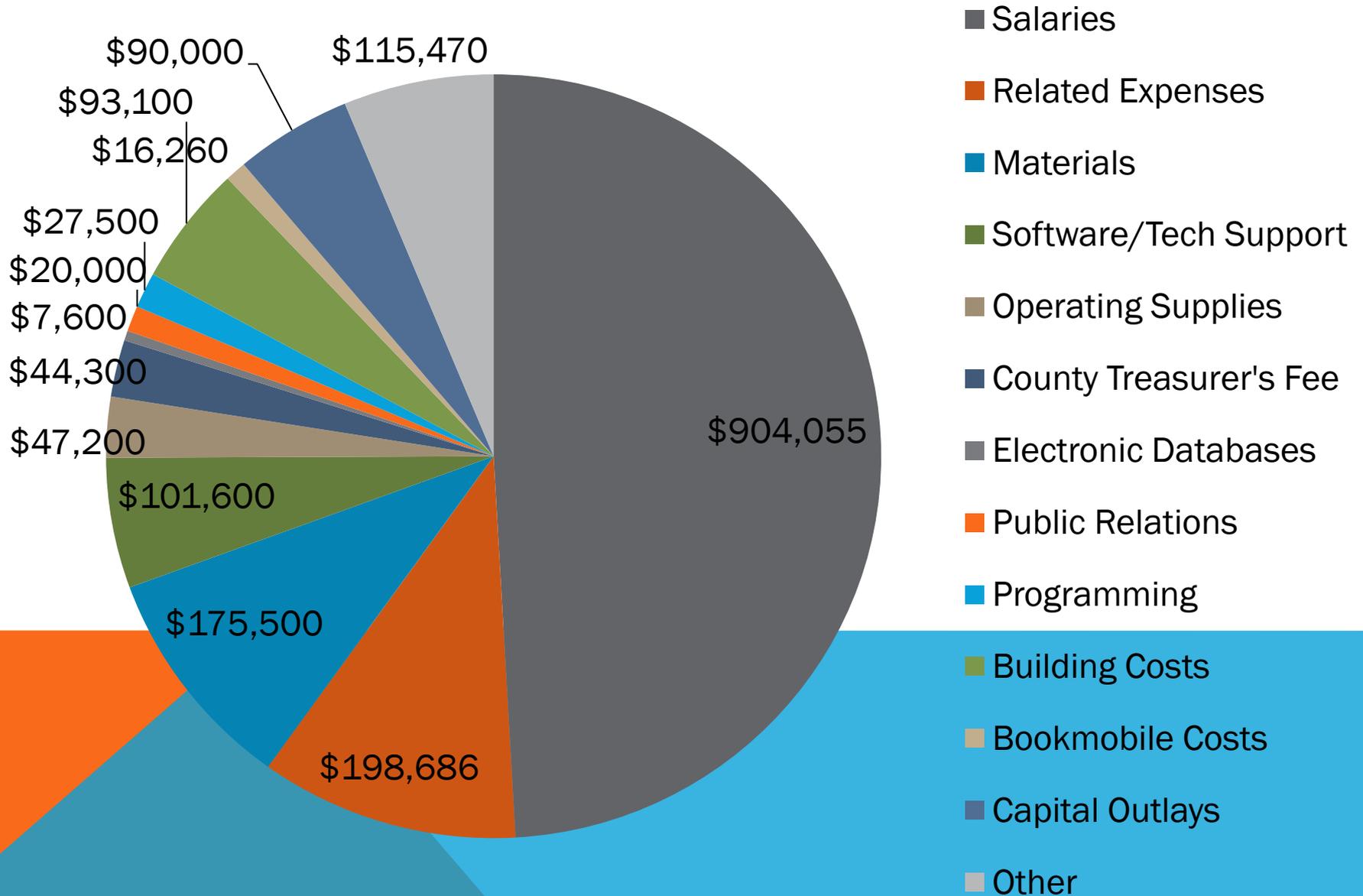
**2013 expenditures \$279,811. over forecasted 2012 expenditures.**

Clearview Draft 2013 Budget							
	Year						
Revenue	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change from 2012
General property tax	\$1,728,520	\$1,568,610	\$1,698,230	\$1,684,156	\$1,739,203	\$40,973	2.4%
Other revenue	\$30,958	\$32,716	\$40,652	\$20,000	\$21,500	(\$19,152)	-47.1%
Specific ownership tax	\$108,541	\$116,124	\$94,167	\$100,000	\$100,000	\$5,833	6.2%
Grand Total	\$1,868,019	\$1,717,450	\$1,833,050	\$1,804,156	\$1,860,703	\$27,653	1.5%

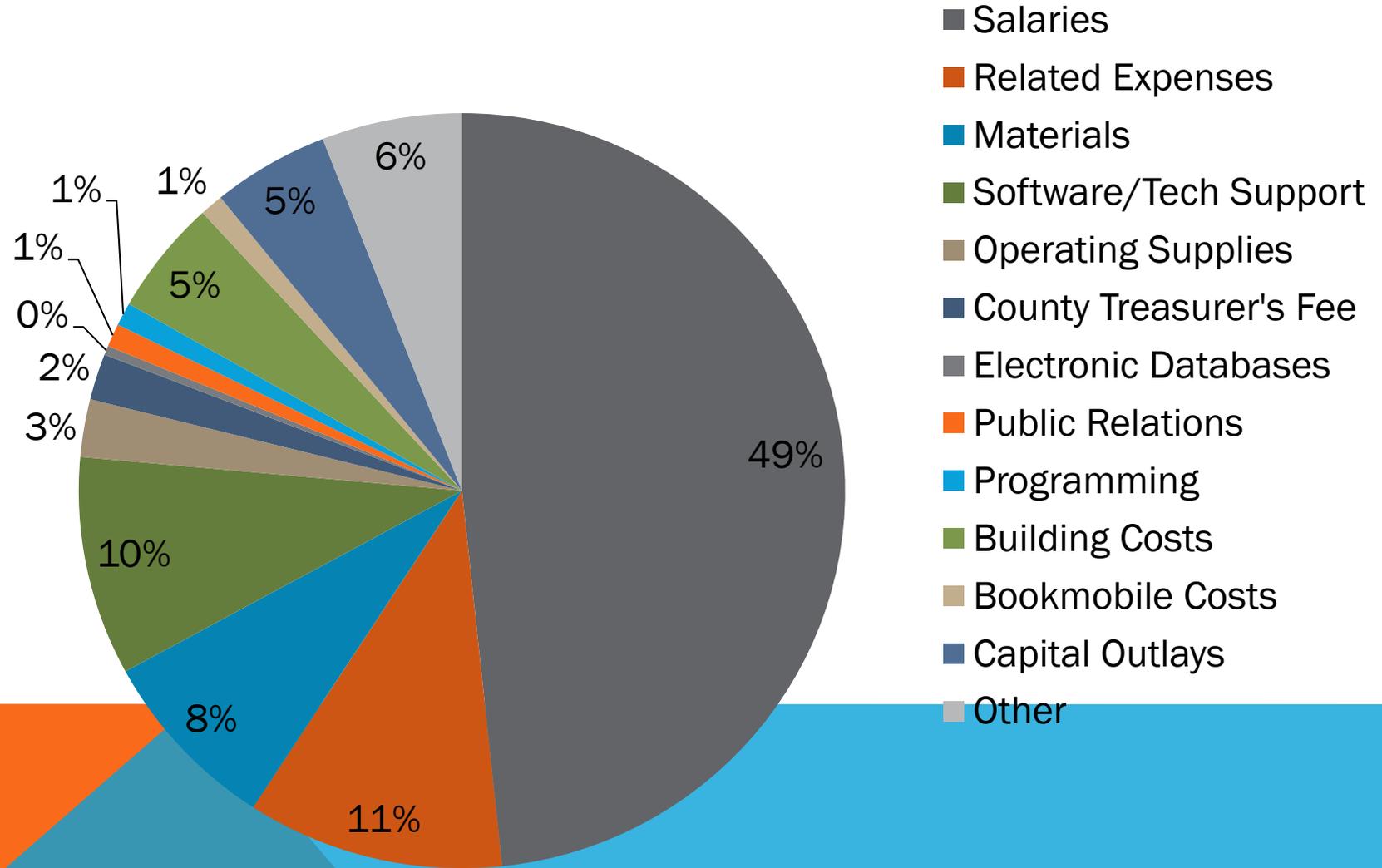
Expenditure	2010	2011	Projected 2012	2012 budget	2013 Budget	\$ Change From 2012	% Change From 2012
Bookmobile costs	\$2,259	\$14,942	\$13,009	\$17,892	\$16,260	\$3,251	25.0%
Building costs	\$65,102	\$72,713	\$81,127	\$71,000	\$93,100	\$11,973	14.8%
Capital outlays	\$280,846	\$28,254	\$54,901	\$45,000	\$90,000	\$35,099	63.9%
County treasurer's fee	\$26,030	\$23,399	\$39,151	\$27,550	\$44,300	\$5,149	13.2%
Electronic Databases	\$23,154	\$30,888	\$6,602	\$32,000	\$7,600	\$998	15.1%
Materials/periodicals	\$100,343	\$103,343	\$152,806	\$141,000	\$175,500	\$22,694	14.9%
Operating supplies	\$40,531	\$31,424	\$45,585	\$45,000	\$47,200	\$1,615	3.5%
Other Expenses	\$54,935	\$102,883	\$96,508	\$144,331	\$115,470	\$18,962	19.6%
Programming	\$10,972	\$12,167	\$20,796	\$20,000	\$27,500	\$6,704	32.2%
Public relations	\$28,352	\$21,373	\$11,639	\$20,000	\$20,000	\$8,361	71.8%
Related expenses	\$114,253	\$148,532	\$170,835	\$159,633	\$198,686	\$27,851	16.3%
Salaries	\$601,226	\$733,306	\$773,065	\$946,671	\$904,055	\$130,990	16.9%
Software/tech support	\$43,428	\$54,292	\$95,434	\$88,000	\$101,600	\$6,166	6.5%
Grand Total	\$1,391,431	\$1,377,516	\$1,561,460	\$1,758,077	\$1,841,271	\$279,811	17.9%
Net	\$476,588	\$339,934	\$271,590	\$46,079	\$19,432	\$(252,158)	-92.8%



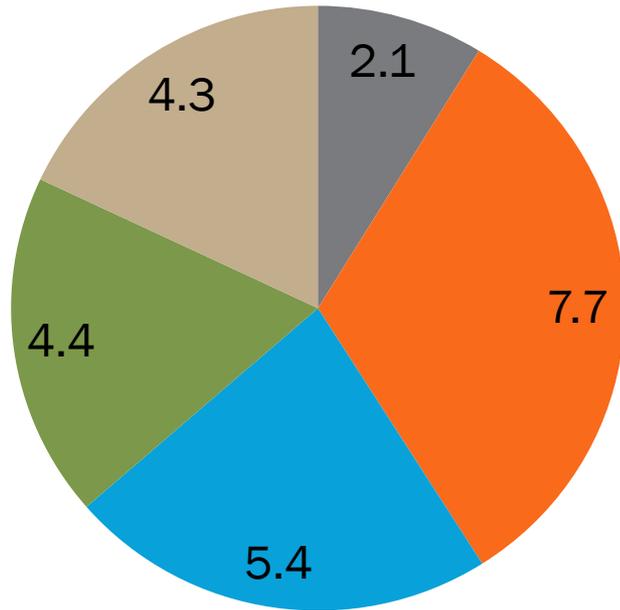
# 2013 Budget – Expenditures, \$1,841,271



# Expenditures as a % of the budget - 2013



# FTEs by Department for 2013



- Administration
- Adult Services/Circulation
- Outreach
- Technical Services
- Youth Services

## **Salaries - \$130,990( 16.9%)**

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

## **Related expenses - \$27851(16.3%)**

- Short -term disability insurance
- Health insurance

## **Materials/periodicals - \$22,694(14.9%)**

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

## **Programming - \$6,704(32.2%)**

- More programming and collaboration with other agencies

## **Public relations - \$8,361(71.8%)**

- Increased marketing of services

## **Bookmobile costs - \$3,251(25%).**

- Increased fuel and repair costs

## **Building costs - \$11,973(14.8%)**

## **Software/Tech Support – \$6,166(6.5%)**



## **Other expenses - \$18,962(19.6%)**

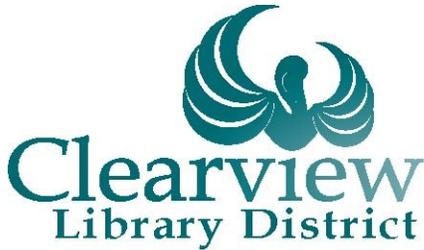
- This line incorporates, audit fees, consultant fees, copier lease, telephone and internet charges, legal expenses, Board Expenses, meetings and conference expenses, postage, small equipment, staff development and other miscellaneous charges.

## **Capital Outlays – \$35,099(63.9%)**

- 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?**





# **Clearview Library Board of Trustees – Personnel Committee Meeting**

**Tues, Sept. 18th, 4:30 pm  
Windsor-Severance Library**

## **Agenda**

- 1. Personnel Manual**
- 2. Permission to fill – Substitute Circulation Assistant and Library Shelver(s)**
- 3. Personnel Update**
- 4. Update on Health Insurance and Short Term Disability Insurance**



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## LIBRARY BOARD MEETING Tuesday, Sept. 25, 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

OLD BUSINESS

Audit Report  
Update on Facilities Planning

NEW BUSINESS

2013 Budget  
Annual Evaluation of the Director and Contract Renewal

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Oct. 30, 2012



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## LIBRARY BOARD MEETING Tuesday, Sept. 25, 2012 - Agenda

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APPROVAL OF MINUTES  
ADJOURN, Next Meeting Oct. 30, 2012



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, Sept. 25th, 2012

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### August Highlights -

After the very hectic months of June and July, August seemed very quiet. Programming slowed down, but the Library remained busy with circulation rising 26% over August of 2011.

Staff attended a half day workshop on Stress Management presented by Dr. Rusty Sanders. Some staff were surprised at how high their scores were on the stress test that Rusty administered. Dr. Sanders will be back in Sept. to work with the Management Team on relieving employee stress and conflict resolution.

The draft of the final version of the Strategic Plan was presented to the public on Tuesday evening, Aug. 14<sup>th</sup>. The plan was formally adopted by the Board at their August Meeting.

Carson Block began working on his Technology Audit by meeting with the staff on Tuesday, Aug. 14<sup>th</sup> to discuss their frustrations with technology and their successes with technology. Carson will be meeting with Colorado Network Management and spending time with the Bookmobile staff in the next few weeks.

Kendra Miller, Bruce Florquist, Trustee Bev Menke, Ann Kling and the Bookmobile took part in the parade during Severance Days. After the parade, people could explore the bookmobile in Lakeview Park while the staff surveyed passersby and handed out craft kits to the kids. Ally Godina and Ann Kling attended the steak dinner the night before, meeting and greeting the public.

### Programming Highlights in August:

CariBorchert presented storytimes throughout the day on August 4<sup>th</sup> at the Windsor Historical Open House.

Video Game Night was a huge success with 42 children and adults attending.

Lego Users Group drew a crowd of 40 avid lego builders.

### Up Next:

Harvest Festival

Oktoberfest

Eat, Move, Read

Library Budget

Paying Fines with a Credit Card

# Monthly Reports of the Managers

## Adult Services - Aug., 2012

Assistant Library Director, Diane Montgomery

Encompasses: Adult Services, Circulation, Reference

### STAFF

Staff are reviewing the proposed Employee Manual and will forward comments to supervisors.

Staff (sans managers) participated in a Stress Management workshop.

A chart was created which lists each Circulation staff's additional and specific job duties in order to make sure that all duties are covered and all staff know who performs each duty.

Two Circulation staff received their six month evaluations.

Managers continue to work on Strategic Planning.

Managers are working on preliminary budget for 2013.

Positions were posted for one Circulation Assistant Substitute and two Shelver/Page; 14 applications received for Substitute position and 12 applications received for Shelver/Page; interviews were conducted and candidates were selected.

Two Circulation meetings were held for general training, updates and communication.

### COLLECTION

Inventory and weeding is ongoing in nonfiction collections; current status is weed/inventory nearly complete through NF 800 section. Nonfiction weeding will be completed during the next few weeks; plan to move to media collections and adult fiction.

Participated in webinar to examine Gale Virtual Reference Library (core collection).

Information gathered regarding joining state consortium for e-book collection via 3M.

### MISC

In order to receive a higher level of professional grounds keeping services, proposals are being sought from companies for landscaping and grounds maintenance. Morey's glass will repair some of the building windows.

Book club kits are being created for adult book clubs. Each kit contains several copies of one book title; author bio; book summary and discussion questions.

### PROGRAMMING

August:            Total # of programs/events 2 = total attendance    9

Nutrition 101	4
Book Club Meet and Greet	5

Two Book Clubs:    (not yet meeting)

### UP NEXT

Investigate costs for vendor provided pre-processing of all materials.

Create online conference room scheduling for public and staff functions.

## Outreach Services – Aug., 2012

Ally Godina, Outreach Manager

### Overview:

Over 2,000 people came aboard the Bookmobile in August, making it the highest door count of the year. New employee Michelle Pohlen started her position working nights and weekends to help expand bookmobile's service hours.

Bookmobile will be switching to its Fall Schedule in September. To prepare for Fall, Outreach staff attended back to school nights, signing up new patrons and sharing the resources the library has to offer.

Outreach is also working with other departments on Zombie month in October, shooting the trailer, distributing the poster and creating partnerships in the community as well as with the Barnes & Noble in Loveland.

### Highlighted Events:

- Severance Day Parade: Ally went with Ann to the town BBQ on Friday night and Kendra, Bruce, Ann and the BoMo participated in the parade on Saturday. Clare created a survey asking people about their knowledge of the various programs the library does in Severance. Response was huge to this survey and has thus increased participation at storytime and BoMo stops.
- Cari and Michelle began the return of Early Release Day's at the Rec center. Michelle will be taking this over as well as starting a virtual bookclub through our new website.
- We ordered a lockbox to start accepting fines on the bookmobile. This has worked out really well and patrons are taking advantage of this convenience and it's allowing the outreach staff to checkout more items.
- Cari attended the Town of Windsor Historical Open House on Saturday August 4<sup>th</sup>. She gave storytimes throughout the day as well as gave books to children and families to promote literacy.
- Ally met with Laurie Balerud from Windsor High School to set up times to visit WHS and give information literacy sessions to the freshman class.

### Marketing:

- Clare wrote BoMo section for the library newsletter that will feature special events and a monthly riddle contest.
- Clare and Ally have ordered various marketing items for special events, parades and survey prizes. As well as ordered stamps and stickers with the Clearview library logo to give out.

## Maintenance:

- First Class Auto Repair fixed our awning, door locks, air conditioning and serviced our generator.
- Ally worked with Colorado Network Management to replace the BoMo antennae and found a better way to attach it to prevent further damage.
- Ally and Kendra met with Library Technology specialist Carson Block to discuss alternative options for the technology on the Bookmobile. We are awaiting his report but tablets and ipads were discussed.

## Professional Development:

- Ally attended the Rocky Mountain Outreach Interest Group to discuss best practices for the Bookmobile and Outreach department. The Clearview Library will be hosting the next meeting.
- All outreach staff attended the stress management workshop.
- Ally took part in the webinar "*The Scoop on Series Nonfiction: What's New for Fall 2012*".
- Cari attended staff day committee meeting as the representative of the Outreach Department, Clare presented a possible presentation piece.
- Weekly staff meetings are held to ensure staff is well informed.

## Up Next

- Staff will be at the Harvest Festival in Windsor on Labor Day Weekend and the Bookmobile will participate in the parade on Monday.
- The Outreach staff (Cari, Dennis, Michelle) will be taking part in the Town of Windsor's Oktoberfest on September 15<sup>th</sup>. We will be bringing a puppet stage and having children film a 10 second commercial promoting the BoMo with their puppets.
- Kendra will be attending the Chamber of Commerce business expo on September 25<sup>th</sup> to market the library and to let local business know how the library can assist them.
- Ally will be going to Windsor High School on September 25<sup>th</sup> & 26<sup>th</sup> to give 25 minute presentations to the entire freshman class on using the library for school work and to share the fun and great programs/resources the library has.
- On October 13<sup>th</sup>, the bookmobile, Ally, and Clare will be going to Tigges Farm as a special guest presenting storytimes and crafts for the children and families coming to the farm.

## Technical Services - Aug., 2012

Shari Thompson, Technical Services Manager

- The re-designed website was released. It continues to be a work in progress.
- The Technical Services staff also conducted training of staff to assist patron with e-items, wireless connections, and wireless printing.
- The Technical Services staff has been attending online learning sessions. Some of these sessions covered such topics as MARC & Bibliographic Info Fundamentals, Introducing the Book as iPad App, and Resources for Technology Training.

## Youth Services - Aug., 2012

Hillary Dodge, Youth Services Manager

Little Ones (0-5)	Number of Sessions	Number of Attendees
Babies & Books	6	98
Wee Read	4	118
Books Before Bed	1	15
Crafty Tales Family Storytime	1	18
Severance Storytimes	2	36
<b>Total</b>	<b>14</b>	<b>285</b>
<b>Children</b>		
Paws for Reading	14	14
Read With Me	0	0
"Reading Bugs" Book Club	0	0
"BeTween the Lines" Book Club	1	10
Lego Club	1	11
Video Game Night	1	42
CO Lego Users Group	1	40
<b>Total</b>	<b>18</b>	<b>117</b>

## Teens

Teen Creative Writing	2	10
Artist Trading Cards	1	4
Volunteer Appreciation Party	1	24
<b>Total</b>	<b>4</b>	<b>38</b>
<b>TOTAL PROGRAMMING</b>	<b>36</b>	<b>440</b>

## Highlights

- 2012's overall program attendance has surpassed 2011's attendance by 20%.
- 2012 Storytime attendance has surpassed 2011's attendance by 34%.
- Storytime themes: Boxes, Camping, Monkeys, School, Shoes and Feet, Dogs and the letter "T."
- The office remodel project was completed and the Outreach and Youth staff have moved into their expanded and renovated space.
- Deb celebrated our volunteers with an appreciation party at the town pool.
- Special volunteer vests have been ordered for our Paws for Reading therapy dogs which they will wear while working with children in the library.
- Read & Grow Bags Update: As of September 5th, Banner Health has given away 39 bags, Associates in Family Medicine has given away 71 bags, and Windsor Medical Clinic has given away 14 bags. All have been well received by patients. Banner Health has also passed them out at their breastfeeding classes for new moms.
- The 2012-2013 Homeschool Program Calendar has been finalized.
- Andrea attended Motherread/Teacherread and Story Exploring training.
- Andrea was accepted into a Masters of Reading program with UNC.
- Heather began taking "Library Technology," an LSSC course.
- Youth Services staff participated in an all-staff Stress Management workshop.
- 17 volunteers contributed 54.5 hours of time.

## Displays

**Children's** - Back to School, Piggies, Babies

**Juvenile** - Work Trucks

**Young Adult** - Non-fiction

**Other** - Squeeze Socks (tactile), New to Parenting

## Aug Progress Toward Goals

	2010	2011	2012	2012	Current Month		Year to Date		
	Actual	Actual	Goal	vs. 2011	2012	% vs '11	2012	% vs. 2011	% of 12 Goal
<b>Goal 1: Visibility and service</b>									
Active card users	6,568	6,570	6,964	6%	NA	NA	6,704	16%	96%
% of population	30.5%	30.0%	31.1%				30.0%		
Homepage visitors	NA	NA	140,000	NA	14,385	72%	95,163	160%	68%
Patrons served (1)	169,522	187,273	197,782	6%	19027	-6%	147,004	13%	74%
WSL	164,547	164,964	169,913	3%	16166	-4%	129,947	13%	76%
Bookmobile	0	12,714	13,477	6%	2034	45%	11,845	50%	88%
Outreach	4,975	9,595	14,393	50%	827	-61%	5,212	-30%	36%
<b>Goal 2: Satisfaction and service</b>									
Program attendance	10,252	16,206	21,523	33%	1,276	-50%	13,018	8%	60%
% of population	47.7%	73.9%	96.2%				58.2%		
WSL	6,499	6,611	7,130	8%	449	0%	7,806	69%	109%
WSL Adult	1,519	674	896	33%	9	200%	724	38%	81%
WSL YA	374	936	983	5%	38	-61%	763	24%	78%
WSL Child	4,606	5,001	5,251	5%	402	16%	6,319	81%	120%
Outreach	3,741	9,595	14,393	50%	827	-61%	5,212	-30%	36%
Computer users									
Users	NA	NA	5,000	NA	na*	NA	1,887	NA	38%
User Sessions	NA	NA	19,000	NA	1,560	NA	12,483	NA	66%
*Envisionware implemented statistics not available.									
<b>Goal 3: Circulation and data base</b>									
Physical circulation	215,690	227,592	233,641	3%	24,944	26%	177,703	17%	76%
Phys circ per card user	32.8	34.6	33.5				26.5		
WSL	215,690	209,518	215,804	3%	22,997	24%	163,836	16%	76%
WSL Adult	104,946	104,157	107,282	3%	11791	26%	80,545	19%	75%
WSL Children	110,744	105,361	108,522	3%	11206	21%	83,291	14%	77%
Bookmobile	862	16,828	17,838	6%	1947	85%	13,867	46%	78%
Active virtual borrowers	774	1,307	1,534	17%	249	168%	2,318	180%	151%
% of active card users	11.8%	19.9%	22.0%				34.6%		
Virtual circulation	NA	3,774	4,944	31%	1074	282%	7912	255%	160%
% of physical circulation	NA	1.7%	2.1%		4%		4%		
Data base usage	NA	7,841	8,939	14%	242	19%	6693	44%	75%

**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 District

## August 2012 Year-to-Date Results

Revenue	August	YTD	Budget	YTD as % of Budget
General property tax	\$29,585	\$1,633,940	\$1,684,156	97.0%
Other revenue	\$8,190	\$25,965	\$20,000	129.8%
Specific ownership tax	\$15,315	\$76,920	\$100,000	76.9%
<b>Grand Total</b>	<b>\$53,090</b>	<b>\$1,736,825</b>	<b>\$1,804,156</b>	<b>96.3%</b>

### Expenditures

Salaries	\$68,784	\$444,854	\$946,671	47.0%
Related expenses	\$15,497	\$99,305	\$159,633	62.2%
Materials/periodicals	\$12,375	\$81,019	\$139,000	58.3%
Bookmobile costs	\$2,099	\$10,036	\$22,892	43.8%
Building costs	\$9,188	\$50,088	\$71,000	70.5%
Capital outlays	\$7,638	\$12,947	\$45,000	28.8%
County treasurer's fee	\$513	\$24,805	\$27,550	90.0%
Electronic Databases	\$0	\$51	\$32,000	0.2%
Operating supplies	\$3,893	\$23,454	\$45,000	52.1%
Programming	\$1,539	\$9,682	\$17,000	57.0%
Public relations	\$5,150	\$20,217	\$20,000	101.1%
Software/tech support	\$21,734	\$57,563	\$88,000	65.4%
Other Expenses	\$14,508	\$42,415	\$144,331	29.4%
<b>Grand Total</b>	<b>\$162,918</b>	<b>\$876,435</b>	<b>\$1,758,077</b>	<b>49.9%</b>

Net Revenues & Expenditures	(\$109,828)	\$860,389	\$46,079
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## Clearview Library Fund Balances

August 31, 2012

		Bank and Fund Statements			Balance Sheet
		July	Interest, Purch, Redemp, Checks	August	August
<b>Operating</b>					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$93,017	(\$61,108)	\$31,909	\$12,487
Colo Trust Prime 4003	0.04%	\$1,359,985	(\$69,031)	\$1,290,954	\$1,290,954
		\$1,453,001	(\$130,138)	\$1,322,863	\$1,303,441
<b>Debt Service</b>					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
<b>General Reserve</b>					
Colorado East Bank CD	2.50%	\$233,567	\$0	\$233,567	\$233,567
Colostrust General Fund 4005	0.04%	\$632,554	\$19	\$632,574	\$632,574
		\$866,122	\$19	\$866,141	\$866,141
<b>Capital Reserve</b>					
Colo Trust Prime 4001	0.04%	\$199,756	\$6	\$199,763	\$199,763
<b>Long-Term Building</b>					
Farmers Bank Money Mkt	0.70%	\$228,766	\$149	\$228,915	\$228,915
Colo Trust Prime 4004	0.04%	\$334,354	\$10	\$334,365	\$334,365
		\$563,120	\$159	\$563,280	\$563,280
<b>Total</b>		\$3,081,999	(\$129,953)	\$2,952,046	\$2,932,625

<b>Weld County Tax Distribution for August deposited in September</b>	<b>\$48,737</b>
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### Cash On Hand

