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## LIBRARY BOARD MEETING Tuesday, Jan. 29, 2013 - Agenda

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### CALL TO ORDER

Welcome new Board Member, Brooke Payne

### PUBLIC INPUT

### REVIEW OF AGENDA

### DIRECTOR'S REPORT

Monthly Statistics

### COMMUNICATIONS

### STAFF PRESENTATION

Brad Vogler – Technical Services – Library Website Update

### PERSONNEL COMMITTEE REPORT

### TREASURER'S REPORT

### OLD BUSINESS

Second Reading of Change to Board Bylaws – Change of Meeting Day  
Review Director's Goals – Key Measures  
Insurance Update

### NEW BUSINESS

Board Election of Officers and appointment of Committee Members  
Long Range Facilities Planning Contract with June Garcia  
Co-Location of Library Facilities  
Road Trip to Visit Newly Remodeled Libraries in Denver area

### CONSENT AGENDA

### UPCOMING AGENDA

### APPROVAL OF MINUTES

ADJOURN, Next Meeting Thursday, Feb. 28, 2013 5:30 PM



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, Jan. 29, 2013

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### December Highlights

The Library Board met with consultant, June Garcia, on Dec. 8<sup>th</sup> to discuss long range facilities planning, usage of the Windsor Severance Library and criteria for shared space. It was a very productive meeting. An advisory committee will be formed to work on a long range facilities plan with Ms. Garcia. The first meeting of the committee is scheduled for Saturday, Feb. 16<sup>th</sup>, 2013. The committee is expected to complete its work by August, 2013, in time for budget planning.

The Library Board met on Monday, Dec. 10<sup>th</sup> to adopt the 2013 budget. The Board also approved short term/long term disability insurance fully paid by the library for staff who work 24 hours per week and up. In addition, the Board approved Kaiser Permanente health insurance coverage paid for by the library for full-time staff through PERA. Part-time staff working 24 hours and up also are eligible for partially paid health insurance based on the number of hours they work.

The Board received the Technology Assessment from consultant, Carson Block.

Technical Services Assistant, Hannah Jamieson, resigned for health reasons.

The Director assisted the Bookmobile Staff at Windsor's Winter Wonderland. It was quite busy and good to meet new and old members of the community.

The total number of items that can be borrowed on a library card increased from 35 to 50. Loan periods and renewal limits were increased on many item types. These changes were made to make it easier for our patrons to borrow and renew material.

### Programming Highlights for December:

American Girl Program - The parking lot and street were filled with cars as 75 little girls and their adults came to meet McKenna, a local gymnast who was the model for an American Girl Doll. Staff never expected such a great turnout, which meant they had to scurry to make enough craft kits for everyone. Comments heard afterward indicated the program was a big hit.

Santa's Workshop - 72 children and caregivers attended the workshop where the kids can make handmade gifts for the people on their Christmas lists.

## **Up Next:**

Kids Create: Making Marble Runs  
Dinosaurs: Presented by CU Dinosaur Discovery  
Early Literacy Fair  
Beer Tasting with High Hops  
Zumba  
Zinio - e-magazines to read on your device.

## **Monthly Reports of the Managers**

### **Adult Services - Dec., 2012**

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

#### **STAFF**

A Circulation station in the office work area was created in order to free up space at the Circulation desk and reduce the number of staff crowding the Circulation desk. The computer at the west side of the Circulation desk was replaced. The Circulation station at the Reference/Information desk is working well. Staff schedules have been revised to cover both desk areas.

Some Circulation staff have been assigned additional duties according to their talents and to redistribute work flow.

Most staff attended Staff Day in-service; library was closed to the public.

The Library Board approved new health care available to all staff, also short and long term disability coverage. Staff were very grateful and pleased.

#### **COLLECTION**

Several Circulation periods and limits were changed including three weeks check out for most materials, two renewals and an increased limit of total materials check out per card to 50, up from 35. These changes were highlighted on the website and a Constant Contact notification went out to patrons.

A large number of new audio books were purchased; most are checked out. This represents the first group of materials which are pre-processed from the vendor. Pre-processing puts items into the hands of patrons much faster than performing processing in-house.

Final inventory steps are being completed in Adult Fiction which will conclude the Adult weeding and inventory project. Some sections of the Non-Fiction collection are undergoing further evaluation to supply updated materials on contemporary topics such as health and DIY.

Regular inventory, sorting and organization is taking place with the video game collection. Alternatives to the current system being used to house and circulate video games are under consideration including purchasing a video game dispenser.

## MISC

Staff enjoyed a holiday party at the library. Food was provided by the Director and staff also brought food and drink to share.

Self-checks use averages 80% of total number of materials checked out.

Circulation staff, John Latham is conducting e-reader classes for the public.

## UP NEXT

ILL training and refresher for ILL staff plus one Circulation staff to train as back up support

Employee evaluations

Circulation staff meetings

## **Outreach Services – Dec., 2012**

Ally Godina, Outreach Manager

### **Overview:**

We started off December strong by attending two local events where we saw over 230 people, signed up new library cards, checked out books and performed storytime and a craft. The events were the local teaching supply store, Knowledge Bound's annual holiday event and en Windsor's Winter Wonderland. Both events have become annual events for the Outreach department.

### **Updates:**

- Ipad is officially on the bus and in use, Ally is looking into a wireless keyboard. Clare Mahoney loaded the ipad with apps both library related and gaming. Cari Borchert created instructions for patrons on using the ipad to search for books and place holds.
- Clare and Ally continue the work on the ipad mini's, ordering lock cases, loading with games and connecting the two devices so patrons can game against each other.
- Cari created a craft kit for the Bookmobile.
- Michelle Pohlen led programs for Early Release Day's at the Recreation Center. She continues to be the contact person for a special needs storytelling program the rec center offers.
- Cari's bookclub at Windsor Middle is going well; each grade finished a book this month and will be starting a new one. Cari is working with youth services to put together Book Club kits including discussion questions and activities.
- Michelle's online bookclub is going well. Ally will be assisting her with an adult title in January.

- Ally, Kendra and Cari are working on a new program for 2013- Lobby Stops. Instead of bringing the bookmobile to assisted living homes we will deliver books and book talks to these centers. We had our first of many meetings.
- Scarves, bells and bubble machines were purchased to aide Outreach storytellers.
- Kendra held a movie night at Century 3.
- Michelle held her first movie night on the BoMo during after-hours.

### **Marketing:**

- Michelle kicked off a “New Year, New Patron” referral program on the Bookmobile. Any patron who brings a new friend on board who checks out, receives a small prize.
- Clare wrote the BoMo section for the library newsletter featuring upcoming events. The “BoMo Patron of the Month is Kendra Whitecotton who is a volunteer from Windsor Charter Academy.
- Outreach staff created door hangers for various communities with the times the Bookmobile is in their area; staff hung these schedules on doors in order to increase patronage.
- Ally wrote an article for the newsletter on all adult programming coming up.
- Ally and Nathan worked to make it possible to have a 3m sign in the bookmobile by streaming slides through the television.
  - Ally has made directions and has taught Outreach staff how to operate it.

### **Professional Development:**

- Ally attended another Webinar in the makerspace series
- All Outreach staff attended Staff Development day
  - Cari served on the committee and helped plan, run and implement the day.
  - Clare presented at staff day and worked with staff to create “Library Norms”. She is now head of the committee for writing and implementing norms.
- Weekly staff meetings are held to ensure staff is well informed.

### **Ally- Adult Services**

- Placed December audiobook order through Midwest tape
- Adult programming is off to a great start with December’s Open mic night being the most attended and participated in.
- Adult Programming publicity is in full swing:
  - Large poster signs
  - 3m sign
  - Newsletter article
  - Information to Madelyn for the news paper

- Create Facebook and website events

## Up Next

- Tues., January 8<sup>th</sup>, at 4:30pm Movie night at Century III.
- Fri., January 25<sup>th</sup> 5:15pm- Movie night on the BoMo at after-hours.
- Wed. January 2<sup>nd</sup>, 6 pm-7 pm- e-reader help, bring questions and your device.
- Thur. January 10<sup>th</sup>, 6 pm-7 pm- B&N addition to the e-reader, the Nook.
- Sun. January 20<sup>th</sup>, 2 -3 pm- All things Apple- iPad and iPad mini.
- Sun., January 27<sup>th</sup>, 2 -3 pm- Amazon's Kindle (any version).
- Thurs., Jan. 3 & Feb. 7, 5:30 pm - 7:30 pm- Open Mic Night
- Sat., January 12th, 5:00 pm - 6:00 pm- Hop into the New Year with High Hops Brewery
- Wed., January 16th, 6:30 pm- Zumba

## Technical Services – Dec., 2012

Shari Thompson, Technical Services Manager

Tech classes offered to the public have resumed. Currently these sessions consist of individual device sessions for Nooks, Kindles, and iPads. Our focus for these sessions is to help patrons learn how to download materials from Overdrive. We also offered Tech Cafes before Christmas to allow patrons to see these devices and ask questions. These classes were well attended.

## Youth Services – Dec., 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	107
Wee Read	6	170
Books Before Bed	0	0
Crafty Tales Family Storytime	0	0
Severance Storytimes	3	43
<b>Total</b>	<b>15</b>	<b>320</b>

## Children

Paws for Reading	3	7
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Reading Bugs Book Club	0	0
Tween Book Club	0	0
Lego Club	2	39
Video Game Night	1	25
Santa's Workshop	1	72
American Girl of the Year Party	1	75
Starry Night Painting	1	30
Boy Scout Tour	1	8
<b>Total</b>	<b>10</b>	<b>256</b>

## Teens

Teen Creative Writing	3	18
Youth Advisory Council (YAC)	1	5
<b>Total</b>	<b>4</b>	<b>23</b>

<b>TOTAL PROGRAMMING</b>	<b>29</b>	<b>599</b>
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## Highlights

- 2012's overall program attendance has surpassed 2011's attendance by 76%.
- 2012 Storytime attendance has surpassed 2011's attendance by 110%.
- Heather completed the Library Support Staff Certification (LSSC) program.
- YS staff attended 1 webinar in December.
- 8 volunteers contributed 32 hours of time.

## Displays

**Children's** – Santa and his Reindeer, 'Tis the Season, Bears, Numbers, Christmas and Snowmen

**Juvenile** – Angels, Holidays, Play

**Young Adult** – New Reads, Chill, Don't Judge a Book by its Cover

**Other** – Cozy Reads, Playdoh (Sensory)

## Dec. 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	7,987	22%	115%
% of population	30.5%	30.0%	31.1%				35.7%		
Homepage visitors	NA	NA	140,000	NA	11,869	-5%	147,432	74%	105%
Patrons served (1)	169,522	187,273	197,782	6%	14769	14%	215,101	15%	109%
WSL	164,547	164,964	169,913	3%	13033	15%	188,291	14%	111%
Bookmobile	0	12,714	13,477	6%	1278	26%	18,938	49%	141%
Outreach	4,975	9,595	14,393	50%	458	-29%	7,872	-18%	55%
<b>Goal 2: Satisfaction and service</b>									
Program attendance	10,252	16,206	21,523	33%	1,153	9%	19,338	19%	90%
% of population	47.7%	73.9%	96.2%				86.5%		
WSL	6,499	6,611	7,130	8%	695	67%	11,466	73%	161%
WSL Adult	1,519	674	896	33%	96	100%	1,052	56%	117%
WSL YA	374	936	983	5%	23	-75%	1,120	20%	114%
WSL Child	4,606	5,001	5,251	5%	576	78%	9,294	86%	177%
Outreach	3,741	9,595	14,393	50%	458	-29%	7,872	-18%	55%
Computer users									
Users	NA	NA	5,000	NA	351*	NA	3,446	NA	69%
User Sessions	NA	NA	19,000	NA	1,243	NA	17,989	NA	95%
*Envisionware implemented statistics not available Jun-Aug.									
<b>Goal 3: Circulation and data base</b>									
Physical circulation	215,690	227,592	233,641	3%	19,980	12%	268,481	18%	115%
Phys circ per card user	32.8	34.6	33.5				33.6		
WSL	215,690	209,518	215,804	3%	18,595	18%	247,535	18%	115%
WSL Adult	104,946	104,157	107,282	3%	10135	11%	123,973	19%	116%
WSL Children	110,744	105,361	108,522	3%	8460	27%	123,562	17%	114%
Bookmobile	862	16,828	17,838	6%	1385	-33%	20,946	25%	117%
Active virtual borrowers	774	1,307	1,534	17%	329	111%	3,536	171%	230%
% of active card users	11.8%	19.9%	22.0%				44.3%		
Virtual circulation	NA	3,774	4,944	31%	1286	158%	12582	233%	254%
% of physical circulation	NA	1.7%	2.1%		6%		5%		
Data base usage	NA	7,841	8,939	14%	414	-36%	8630	10%	97%

**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**



## Dec. Progress Toward Goals

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Goal</u>	2012 vs. <u>2011</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of 12 Goal</u>
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# Clearview Library District

## December 2012 Year-to-Date Results

Revenue	Current Month	YTD	Budget	YTD as % of Budget
General property tax	\$830	\$1,675,400	\$1,684,156	99.5%
Other revenue	\$2,101	\$55,141	\$20,000	275.7%
Specific ownership tax	\$10,266	\$134,646	\$100,000	134.6%
<b>Grand Total</b>	<b>\$13,197</b>	<b>\$1,865,187</b>	<b>\$1,804,156</b>	<b>103.4%</b>

### Expenditures

Salaries	\$70,283	\$779,246	\$946,671	82.3%
Related expenses	\$13,671	\$164,251	\$159,633	102.9%
Materials/periodicals	\$33,318	\$164,605	\$139,000	118.4%
Bookmobile costs	\$3,631	\$26,598	\$22,892	116.2%
Building costs	\$10,225	\$78,339	\$71,000	110.3%
Capital outlays	\$26,501	\$64,706	\$45,000	143.8%
County treasurer's fee	\$13	\$25,643	\$27,550	93.1%
Electronic Databases	\$1,861	\$6,063	\$32,000	18.9%
Operating supplies	\$7,113	\$36,672	\$45,000	81.5%
Programming	\$1,470	\$17,289	\$17,000	101.7%
Public relations	(\$415)	\$23,362	\$20,000	116.8%
Software/tech support	\$28,447	\$105,503	\$88,000	119.9%
Other Expenses	\$18,616	\$94,935	\$144,331	65.8%
<b>Grand Total</b>	<b>\$214,734</b>	<b>\$1,587,211</b>	<b>\$1,758,077</b>	<b>90.3%</b>

Net Revenues & Expendit                    (\$106,033)    \$479,512            \$46,079



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## MINUTES OF THE CLEARVIEW LIBRARY BOARD MEETING

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Tuesday, Jan. 29<sup>th</sup>, 2013

### CALL TO ORDER

The Meeting was called to order at 5:35 by Board President, David Vance.

In Attendance:

Board Members: President David Vance; Treasurer Scott Wildman; Joann Perko; Bev Menke; Brooke Payne; Tempy Bowman, RE-4 School Board Representative; Robert Bishop-Cotner, Town of Windsor Representative;

Director: Ann Kling

Board President Vance welcomed new board member Brooke Payne.

### PUBLIC INPUT

There was no public input

### REVIEW OF AGENDA

Two agenda items were added: Approval of library loan periods, renewal limits and item limits and Approval of the Auditor's Engagement Letter.

### DIRECTOR'S REPORT

The Director's report was received with no comments or questions.

Monthly Statistics – 2012 saw double digit increases in most areas.

### TREASURER'S REPORT

Treasurer Wildman presented the Treasurer's Reports. Treasurer Wildman will look into transferring un-expended 2012 funds from the operating fund into the building fund and report at a future meeting.

### COMMUNICATIONS

A note from Mrs. Barnhart thanking the Director for Library progress was received and read to the Board.

### STAFF PRESENTATION

Technical Services Assistant, Brad Vogler, presented an update of the Library's website, featuring the Library Board's section and new updates to the website.

### OLD BUSINESS

A motion was made by Treasurer Wildman to retain the auditing firm of Cole and Crosier to audit the library's financial records for 2012.next fiscal year. Seconded by Bev Menke. Approved unanimously.

Second reading of the Board Bylaws to move the monthly meeting of the Board to the last Thursday of the month from the last Tuesday of the month. Scott Wildman made the motion, seconded by Bev Menke. Approved unanimously. The meeting day is now changed to the last Thursday of the month.

Director's Goals – Key Measures. A suggestion was made to increase the number of patrons served by Outreach by 40% in order to gain ground lost by not having an Outreach Manager for the first five months of 2012. A motion was made including the change by Scott Wildman and seconded by Joann Perko. Approved unanimously.

Insurance update. Five full-time staff, two 32 hour staff and one 24 hour staff took advantage of the Library offered health insurance through Kaiser Permanente. The Insurance takes effect Feb. 1, 2013.

#### Facilities Planning Committee Update

The Director reported that getting suggestions of names from the various town leaders is slow going. The first meeting will be held Saturday, Feb. 16<sup>th</sup> at 9:30 am at the Library. Board Members David Vance and Joann Perko will serve on the committee.

## NEW BUSINESS

#### Election of Board Officers -

David Vance, President.

Bev Menke Vice President and Chair of the Personnel Management Committee.

Scott Wildman, Treasurer and Chair of the Audit Committee.

Brooke Payne and Joann Perko, Audit Committee.

Joann Perko and David Vance, Facilities Planning Committee.

Bev Menke, David Vance and Brooke Payne, Personnel Management Committee.

David Vance will review the bylaws to see if a Board member should be appointed as a liaison to the Library Foundation.

A motion to accept the slate of candidates was made by Bev Menke, seconded by Brooke Payne.

Approved unanimously.

A motion was made by Brooke Payne to continue posting Board meeting information in the Library hall, outside the Meeting Room made by Brooke Payne, seconded by Joann Perko. Approved unanimously.

A contract with June Garcia to assist the Library with Long Range Facilities Planning was presented to the Board. Scott Wildman made motion to approve the contract. Seconded by Joann Perko. Approved unanimously.

A Co-Location of Library Facilities Policy written by June Garcia was presented to the Board. A motion to approve the policy was made by Bev Menke, seconded by Joann Perko. Approved unanimously. Scott Wildman suggested we post the policy in a prominent place. It will be on the Library's website.

Consultant Garcia had suggested to Director Kling that key staff and several board members visit 2 Denver Library branches that have been recently remodeled and one Anythink Library to get ideas for the Windsor Severance Library. A trip will be planned sometime in Feb. or March. Bev Menke and Joann Perko will go with key staff. Director Kling will make the arrangements.

A discussion was held on whether the Board needs to approve changes in loan periods, renewal limits and item limits. It was agreed that the Director and Management Team can make such changes but the Board should be aware of changes. Scott Wildman suggested that change be put on the Consent agenda.

#### CONSENT AGENDA

A motion made by Scott Wildman to accept the Treasurer's Report, the Personnel Committee Report and the changes to the loan periods, etc. Seconded by Brooke Payne. Approved unanimously.

#### UPCOMING AGENDA

Annual Art Show  
Foundation Representative from the Board  
Public Access to Information  
Open Mic Night Presentation  
Game dispensing machine  
Facilities Planning Committee update

Minutes will be approved at the February meeting

#### ADJOURN

A motion was made to adjourn the meeting by Joann Perko, seconded by Bev Menke. Approved unanimously. The meeting was adjourned at 7:15 pm?

Next Meeting - Thursday, Feb. 28th, 2013 5:30pm

Ann Kling, Library Director