



LIBRARY BOARD MEETING Thursday, Feb. 27, 2014, 5:30pm – Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

MEET NEW STAFF – Anthony Perez and Thomas Viney

APPROVE MINUTES OF THE Feb 7th MEETING

DIRECTOR'S REPORT

Statistics

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT – Health Insurance Deductions Pre-tax

TREASURER'S REPORT

OLD BUSINESS

NEW BUSINESS Report on Board Training, Feb. 22nd
 Approve Library Facilities Policy
 Approve Provision of Library Service Policy
 Review Statistical Reports

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Regular Board Meeting, Thursday, Mar. 27, 2014, 5:30 PM



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Thursday, Feb. 27, 2014

The Library was off to a busy start in January. Staff and trustees were busy with initiatives that were started in 2013. The Library Board held a Skype call with Tedd Smith of Singer Associates to review the Salary Survey findings on Thursday Jan. 9th. A special public meeting of the Board was held on Jan. 20th to discuss the salary survey. All recommendations were approved and implemented.

On Saturday, Jan. 18th, the Library formally opened the DigiLab. Colorado University at Boulder presented a workshop on new technologies, 3D Printing, Conductive Paints and Fabrics, Circuits and more which was attended by 50 people. Staff members Michael Ross and Brad Vogler were on hand to show interested patrons the Mac computers in the DigiLab.

The Library Director attended a meeting of the Library Foundation on Thursday, Jan. 9th. The Foundation is seeking new board members. They will also be accepting old vehicles as a fundraiser.

On Monday, Jan. 20th, the Library Board and Director attended the Joint Meeting of the Town of Windsor, Fire District and RE4 school district Boards. The Town hosted the meeting at the Community Recreation Center. It is interesting to hear what the other boards are facing and what they have accomplished.

The Management Team met with representatives of two vendors in January, Collection HQ and OCLC. Although the products were interesting, the decision was made to pass on them for now. Staff and management had a kick-off phone call with Bibliotheca, the vendor for our new self-checkouts. The first week of March is the launch date.

The Children's area was transformed by the arrival of the colorful picture book bins. The Minecraft computers were moved into the tower after it was repainted.

Patrons can now stream 3 hours of music, per day, per library card, commercial free with Freegal. Pre-made play lists are available, or you can create your own.

Programming Highlights for January

Yoga and You
Food to Fight Cancer
Planting and Pruning Trees and Shrubs
Granny Squares
E-reader Help
Book Club with the Eagles

Crafty Tales - Chinese Dragons

Up Next:

Pinterest. What Is It?

Vita Tax Assistance

Early Literacy Fair

Crafty Tales

Pinterest Valentine's Party

Dr. Seuss Party

Easy "Stain" Glass

Amplified

Hang Our, Mess Around, Goof Off

Arm Warmers

Monthly Reports of the Managers

Adult Services -January, 2014

Assistant Library Director, Diane Montgomery

Encompasses: Adult Services, Circulation, Reference

STAFF

Interviews took place for a circulation assistant. Kirstie Smith was hired; Samantha Evans was hired as a circulation substitute. Both are being trained. Circulation desk schedules are being revised to accommodate the following: new staff; Ann Giesick's medical leave and Natalie receiving additional hours for ILL; Pam Lambert will participate in more TS duties including supply ordering; generally making sure that all desk shifts are covered.

An e-mail account was created - "supplies" so that various people can use this for supply ordering. This centralization will simplify processes.

Onboarding document and New Employee check list were created in order to ensure that pertinent information is imparted to new employee and all admin tasks are completed.

The Projects Committee completed their participation with the salary study. The study was presented to the Library Board, who approved accepting the study. Some staff received salary increases as a result; some job categories salary scales increased. Staff were very pleased with the process and the result.

Adult volunteers contributed 16 hours of assistance to Circulation.

COLLECTION

Patrons are enjoying using the Ipad and tablet dispenser;

Freegal Music Streaming was launched. Marketing materials have been placed in the Library. Nathan Triz will play a more active role in selection of graphic novels, manga and anime collections.

Selectors for collections received webinar training to use Baker&Taylor Title Source 3. B&T will provide recommended new releases "quick carts" for non-fiction purchase suggestions. The Library is reducing the number of paper copy magazines due to low circulation; Zinio use

has increased.

InterLibrary Loans for 2013 totaled 1,719 items as compared to 1,273 for 2012 = 35% increase.

MISC

In the front of the library, staff rearranged some furnishings, display tables and work areas. Cleared part of the circulation desk area to accommodate construction and rewiring.

The tower rooms were repainted.

Bob Houle has been assisting with taking apart desks/counters to prepare for new self- checks and security gates installation.

PAC upgrades from TLC have resulted in quicker results returns and overall enhanced functionality.

STATISTICS

Self -Check out stations (including LAT Cube stats) percentages of circulated items:

Jan: 77%

LAT Cube check out statistics: Jan: 1,038 items

UP NEXT

Preparing for Axis 360 (e-books from B&T) and staff training

Continue to rearrange front of library and prepare for installation of new self -checks

Carpet cleaning in staff areas and carpet replacement as needed at the self-check area

Outreach and Youth Services - January, 2014

Ally Godina, Outreach and Youth Services Manager

Overview:

With the fun of the holidays over both departments are getting back into their normal routine and have done some outstanding programs. Our monthly Crafty Tales led by Monica Gould was a huge success with 50 participants enjoying learning and celebrating Chinese New Year through stories, rhymes, a dragon dance with scarves and bells and a dragon ribbon stick puppet for the craft. Both departments partnered with the Colorado Eagles to offer a sports themed bookclub that if finished would earn a free ticket to the Eagles game. Cari worked with 20 students at Windsor Middle School to offer a bookclub on the bookmobile. Heather and Ally worked with kids 5-11 at the library leading a discussion and craft.

Ally and Cari also interviewed for the Outreach Services position and out of 30 candidates hired an experienced storyteller, Anthony Perez. Programs for adults were a blast this month; we offered 13 different classes and saw a total of 226 patrons at these events. An exciting

program we offered was a class on 21st Century technologies where CU Boulder came out to teach attendees about 3d printing, conductive paints and fabrics, polymers and so much more. We used this event to help kick off our new DigiLab by giving tours, demonstrating what can be created and handing out brochures.

Other Updates:

- Youth Services is working hard on remodeling their space by putting in new shelving and making the collection more user friendly.
- Outreach department has had a rough month with the bookmobile needing a new generator and snow days, we have been off the road more days then we would have liked to be.
- Cari's bookclub at Windsor Middle continues to go well, by incorporating the sports theme books she has seen more male participation.
- Ally and Cari have spent a great deal of time interviewing, hiring and training.
- Cari created a new Bookmobile Policy that has been approved by the Board and is now on the Library's website.
- Monica Gould has taken over storytime at Kindercare and met with the director to go over expectations in order to make a more rewarding experience for all.
- Marsella Johnson has taken over leading the Monday evening bookclub which has been well received by members.

Marketing:

- Ally continues to update all outreach and adult programming on the website calendar and slider.
- Clare wrote the BoMo section for the library newsletter featuring upcoming events.
- Ally wrote an article for the newsletter on all adult programming coming up.
- Outreach and Youth Services staff posts on the Clearview Library District's facebook page on a regular basis advertising crafts, storytimes and anything else exciting happening.

Ally's Managerial Duties & Professional Development:

- Attended CATS workshop of new technologies.
- Attended a meeting at Loveland Library for Money Smart week.
- Attended HQ meeting that was useful but not necessary for our size of a library.
- Participated in Town of Windsor Events Coordinator search.
- Hired and trained new Outreach Staff Member.
- Held weekly staff meetings are held to ensure staff is well informed.
- Created and completed February print calendar with Heather.
- Read School Library Journal, American Libraries and various blogs.
- Began the search to fill the new Youth Services After School Programmer position.

- Monica Hatch has begun working with me on Adult Programming, I am training her on creating marketing and using the website.
- Conducted 4 employee evaluations.

Ally- Adult Services

- Placed January audiobook order through Midwest tape, monitor and display the books.
- Adult programming is continuing to increase: Jan 2013 saw 147 attendees, Jan 2014 saw 226.

Adult Programs January		
Tech Classes	Date	# of Attendees
Drop in	1/9/2014	5
Nook	1/16/2014	14
Ipad	1/23/2014	8
Kindle	1/30/2014	7
Total		34

Trending Now		
Yoga	1/7/2014	20
Food to Fight Cancer	1/14/2014	18
Pruning and Planting Trees	1/21/2014	22
Crochet	1/28/2014	30
Friday Night Flicks	1/3/2014	6
Amplified	1/9/2014	25
21st Century Technology	1/11/2014	50
Monday night book club		15
Thursday after noon book club		6
Total		192
TOTAL PROGRAMMING	13 programs	226

Up Next

Vita Tax Assitance
Pinterest: What is it?!
Friday Night Flicks
Pinterest Party
Easy "Stained Glass"

Technical Services - January, 2014

Shari Thompson, Technical Services Manager

- DigiLab opened to the public Jan, 11th. The Technical Services Department was responsible for the purchasing, set-up, implementation, and training in use of the Digilab. Brad Vogler and Michael Ross assisted the public with using the Digilab on opening day.
- Youth Services gaming computers were moved to a different location on the public floor.
- Freegal Music has been upgraded to allow streaming of music. This service is available through the Freegal website or app and allows three hours a day of music, commercial free.

Jan. Progress Toward Goals

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Goal</u>	2014 vs. 2013	Current Month		Year to Date		
					2014	% vs '13	2014	% vs. 2013	% of 14 Goal
General Measures									
Active card users	7,987	8,039	8,440	5%	NA	NA	2,354	-1%	28%
% of population	35.0%	34.5%	36.3%				10.1%		
Patrons served	215,101	241,934	247,660	2%	19,426	10%	19,426	10%	8%
WSL	188,291	212,386	216,634	2%	17,682	16%	17,682	16%	8%
Bookmobile	18,938	19,317	20,283	5%	952	-41%	952	-41%	5%
Outreach	7,872	10,231	10,743	5%	792	4%	792	4%	7%
Active virtual borrowers	3,536	9,757	12,196	25%	1,060	141%	1,060	141%	9%
% of active card users	44.3%	121.4%	144.5%				45.0%		
Program Attendance: Goals 1, 3, 4, 5, 6									
Program attendance	19,338	22,717	24,159	6%	1,828	-1%	1,828	-1%	8%
% of population	84.8%	97.6%	103.8%						
WSL	11,466	12,486	13,110	5%	1,036	-5%	1,036	-5%	8%
WSL Adult	1,052	1,827	2,009	10%	226	54%	226	54%	11%
WSL YA	1,120	809	849	5%	15	-77%	15	-77%	2%
WSL Child	9,294	9,850	10,638	8%	795	-10%	795	-10%	7%
Outreach	7,872	10,231	11,049	8%	792	4%	792	4%	7%
Young children (age five and under) attending a program in the library	6,367	6,685	5%	548	-15%	548	-15%	8%	
Young children (age five and under) attending a program offered by the library at a non-library location	6,858	7,064	3%	708	27%	708	27%	10%	
Children participating in a library sponsored or co-sponsored program.	4,020	4,221	5%	299	6%	299	6%	7%	
Adults participating in a library sponsored or co-sponsored	2,296	2,526	10%	258	32.3%	258	32.3%	10%	

Circulation: Goals 1, 2, 3, 4, 5, 6

Physical circulation	268,481	307,016	325,075	6%	25,513	4%	25,513	4%	8%
Phys circ per card user	33.6	38.2	38.5						
WSL	247,535	283,117	298,786	6%	23,490	3%	23,490	3%	8%
WSL Adult	123,973	139,611	143,799	3%	12,246	2%	12,246	2%	9%
WSL Children	123,562	143,506	154,986	8%	11,244	4%	11,244	4%	7%
Bookmobile	20,946	23,899	26,289	10%	2,023	20%	2,023	20%	8%
Young children print-circulation	79249	81,626	3%	6,341	2%	6,341	2%	8%	
Children nonfiction-circulation	14087	14,510	3%	1,116	-10%	1,116	-10%	8%	
Children fiction-circulation	28868	29,734	3%	2,212	9%	2,212	9%	7%	
Children media-circulation	26,563	27,360	3%	2,509	57%	2,509	57%	9%	
Teens fiction-circulation	12016	12,376	3%	905	1%	905	1%	7%	
Adult nonfiction-circulation	28604	29,462	3%	2,388	-2%	2,388	-2%	8%	
Adult fiction print-circulation	47638	49,067	3%	3,708	15%	3,708	15%	8%	
Adult media-circulation	71169	73,304	3%	6,334	19%	6,334	19%	9%	
Virtual circulation	12587	18875	23,405	24%	2,984	63%	2,984	63%	13%
% of physical circulation	4.7%	6%	7.2%		12%	2,984			
e-Book-circulation	9011	12,615	40%	993	19%	993	19%	8%	
Downloaded media-circulation	9033	9,665	7%	1991	528%	1991	528%	21%	

Technology: Goals 1, 7, 8

Computer users									
Users	3,446	5614	5,895	5%	495	24%	495	24%	8%
User Sessions	17,989	18933	19,501	3%	1,588	21%	1,588	21%	8%
WiFi Usage	NA	19,706	21,677	10%	743	-22%	743	-21.5	3%
Data base usage	8207	14174	14,599	3%	1,448	177%	1,448	177%	10%
Homepage visitors	147,432	213650	235,015	10%	20,097	16%	20,097	16%	9%
Population revised using 2010 Census	22,369	22,816	23,273	at 2% growth from 2010			23,273		

Clearview Library District

January 2014 Year-to-Date Results

Row Labels	January Actual	January Budget	January Actual vs Budget fav (unfav)
Revenue			
General property tax	49,250	20,323	28,927
Other revenue	3,196	2,371	814
Specific ownership tax	11,187	9,669	1,518
Expense			
Bookmobile costs	16,001	1,455	(14,546)
Building costs	6,134	19,333	13,199
Capital outlays	45,310	6,667	(38,643)
County treasurer's fee	739	309	(430)
Electronic Databases		-	-
Materials/periodicals	19,202	26,459	7,257
Operating supplies	8,065	1,333	(6,732)
Other Expenses	3,736	5,114	1,378
Programming	1,243	1,333	90
Public relations	80	213	133
Related expenses	16,157	17,561	1,404
Salaries	76,089	79,416	3,327
Software/tech support	1,542	-	(1,542)
Net Income	(130,663)	(126,830)	3,845

2014 Total Budget

1,708,964

43,000

100,000

17,460

81,200

80,000

26,000

10,710

216,400

30,000

102,806

27,000

12,500

219,346

952,990

75,000

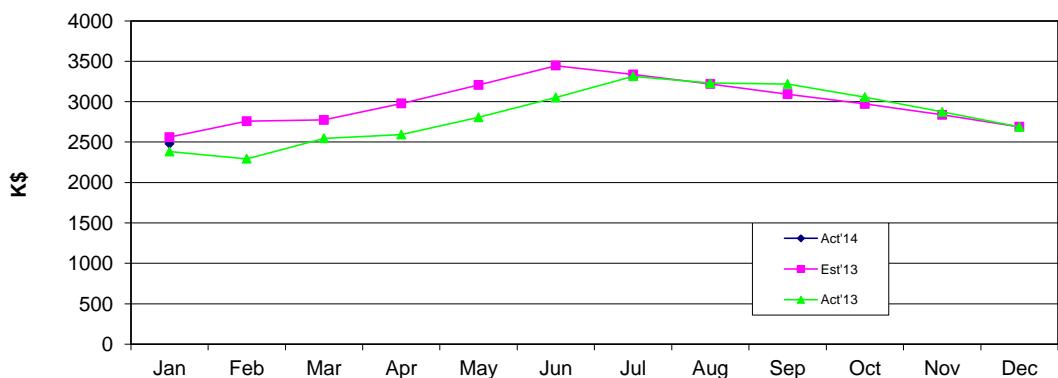
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Clearview Library Fund Balances

January 31, 2014

	Bank and Fund Statements			Balance Sheet	
	Interest, Purch, Redemp. Checks		January	January	
	December	January			
Operating					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$114,389	(\$81,732)	\$32,657	\$30,211
Colo Trust Prime 4003	0.01%	\$801,441	(\$191,042)	\$610,399	\$610,399
		\$915,830	(\$272,774)	\$643,056	\$640,610
General Reserve					
Colorado East Bank CD	1.50%	\$240,039	\$0	\$240,039	\$240,039
Colotrust General Fund 4005	0.01%	<u>\$632,846</u>	<u>\$2</u>	<u>\$632,848</u>	<u>\$632,848</u>
		\$872,885	\$2	\$872,887	\$872,887
Capital Reserve					
Colo Trust Prime 4001	0.01%	\$201,593	\$1	\$201,594	\$201,594
Long-Term Building					
Farmers Bank Money Mkt	0.50%	\$230,606	\$104	\$230,710	\$230,710
Colo Trust Prime 4004	0.01%	<u>\$534,547</u>	<u>\$3</u>	<u>\$534,550</u>	<u>\$534,550</u>
		\$765,153	\$107	\$765,260	\$765,260
Total		\$2,755,461	(\$272,664)	\$2,482,797	\$2,480,351
Weld County Tax Distribution for January deposited in February					
General Property Tax Revenue	January		\$49,250		
Specific Ownership	January		\$11,187		
Interest on Deliq taxes/other	January		\$5		
Treasurer's fees	January		(\$739)		
				\$59,703	

Cash On Hand



LIBRARY FACILITIES – DRAFT POLICY

I. POLICY STATEMENT

The Clearview Library District will provide library service in locations that are convenient and accessible to District residents. Preference will be given to operating one large facility in lieu of two or more facilities, unless it is determined that multiple facilities can deliver superior service at equal or less annual operating cost than one large facility.

II. REGULATIONS

- A. The District aspires to provide library space that would rank it in the upper quartile of SF per capita when compared to other Colorado libraries serving populations ranging from 10,000 – 49,999. Based on the current population of the District, this would require a library facility or facilities that equaled or exceeded 27,475.
- B. The District will pursue funding to build a new facility when it is determined that quality service can no longer be delivered from the current location supplemented by off-site services.
- C. The District will not build a facility of less than 10,000 SF. Anything smaller than this would not provide sufficient space to offer the desired services and it would, most likely, be more expensive per square foot to operate.
- D. The District will not build a facility that is less than five miles from an existing library facility.
- E. Facilities should be located so that most residents of the District can drive to a library in 15 – 20 minutes.
- F. The following criteria, listed in alphabetical order, will be used by the Board of Trustees to assess a site for a library facility:
 1. Accessibility: The site will be easily accessible by car, bicycle, public transportation, and/or on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
 2. Acquisition cost: The cost of the site will be within the District's budget, and the price to be paid for the site will not exceed the fair market value of the site.
 3. Adjacent uses: The current and anticipated use of the surrounding land will complement each other in terms of function, peak use times, and traffic patterns.

4. Availability: The site is currently available for acquisition. The time required to acquire the site will not negatively impact the proposed project timeline.
 5. Community opinion: The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed library.
 6. Construction/Site development cost: The site will enable the District to construct a library without incurring significant additional costs to prepare the site for construction or to construct the library.
 7. Convenience: The site will be close to the geographic and/or traffic center of the area to be served.
 8. Environmental issues: The site will enable the District to construct a library without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation.
 9. Future expansion: The site will allow for expansion of the building and expansion of the parking lot.
 10. Legal Matters: The District will be able to acquire the property and construct the library without incurring significant additional legal costs.
 11. Parking: The location will allow for adequate onsite parking for library users and library staff.
 12. Size and shape of the property: The site will allow for the construction of an efficiently designed library. The site will allow for landscaping and required setbacks.
 13. Utilities and infrastructure availability: The site will allow for the construction of a library without incurring significant additional cost to provide utilities (electricity, gas, and telecommunications) and infrastructure (water and sewer) to the site.
 14. Visibility: The site will be visible from major streets.
- G. In the event that two or more sites are considered to be almost equal when the fourteen (14) criteria above are considered, then the following criteria, listed in alphabetical order, will be considered to be of higher priority when determining which site should be selected.
1. Community opinion
 2. Convenience
 3. Future expansion
 4. Size and shape of the property

PROVISION OF LIBRARY SERVICE – DRAFT POLICY

I. POLICY STATEMENT

The Clearview Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe guidelines related to the provision of library service.

II. REGULATIONS

- A. The District will operate library facilities in locations where residents frequently and willingly go.
- B. The District may provide library service via the bookmobile in accordance with the Bookmobile Service policy.
- C. The District may provide library service in leased or donated space when the population of the service area is at least 2,000 but less than 7,000 people.
- D. The District may provide library service from co-located facilities. Refer to the policy entitled Co-location of Library Facilities for information on this topic.
- E. The District will pursue and deploy various means to deliver service to residents at non-library locations. These might include, but not be limited to:
 - 1. Delivery of library materials by mail to homebound District residents
 - 2. Deposit collections of library materials in day care centers, nursing homes, assisted living centers, schools, government facilities, etc.
 - 3. Delivery of requested materials to students and teachers in public schools on a regularly scheduled basis
 - 4. Machines that vend books and other materials
 - 5. Combination lockers which provide 24/7 access to reserved materials
 - 6. E-books that are promoted through innovative means throughout the District
 - 7. E-magazines that are promoted through innovative means throughout the District
 - 8. Streaming media that is promoted through innovative means throughout the District
- F. If the District operates more than one facility, it is the District's preference to be open a minimum of 30 hours per week of at each location.
- G. New facilities will be constructed in accordance with the District's Library Facilities policy.

It should be noted that prior to this process officially beginning, the Library Board adopted a policy on the Co-location of Library Facilities. That policy can be found on the library's website at <http://clearviewlibrary.org/about/policies/co-location>

CALL TO ORDER

President Perko called the meeting to order at 5:30 PM. In attendance: Bev Menke, Katie Scherer, Ian Whittington, Jeremy Rose, Town of Windsor Liaison; Ann Kling, Director; Jo Anne Hagen, Legal Counsel.

PUBLIC INPUT: No public input

PUBLIC INPUT No public input

AGENDA: Delete Personnel Committee Report for this Meeting.

MEET NEW STAFF – Anthony Perez and Thomas Viney

The new staff members introduced themselves, their background and their duties with the Library.

DIRECTOR'S REPORT

APPROVE MINUTES OF THE Feb 7th MEETING: Move Menke, second Whittington to approve. Unanimous.

Director Kling presented her monthly statistical reports to the Board. She explained the new reporting model to the Board including new statistical graphs as well as Library Strategic Plan Quarterly Report format. She also reviewed new Library services such as new e-book readers.

COMMUNICATIONS: The Board discussed the matter of the gate between the school grounds and the Library. The consensus was that the gate will remain unlocked.

Director Kling presented the Treasurer's Report to the Board.

TREASURER'S REPORT

NEW BUSINESS: President Perko Reported on the Board Training, Feb. 22nd and the Board discussed information and ideas from the Training.

Approve Provision of Library Service Policy: Move Scherer, second Whittington to approve the Policy as written. Unanimous.

Approve Library Facilities Policy: Move Menke, second Scherer to approve the Policy as written. Unanimous.

CONSENT AGENDA: Move Whittington, second Menke to approve Minutes. Unanimous.

LIBRARY BOARD MEETING Thursday, Feb. 27, 2014, 5:30pm – Minutes

OLD BUSINESS: No Old Business

UPCOMING AGENDA:

Director's Annual Report

Policy Review and Update

Approval of Minutes: Move Whittington, second Menke to approve the Minutes. Unanimous.

Adjourn. Move Scherer, second Menke to adjourn. Unanimous.

The next Library Board meeting will be held on March 27, 2014.



LIBRARY BOARD MEETING Friday, Feb. 7, 2014, 4:00pm – MINUTES

CALL TO ORDER

Board President, Joann Perko called the meeting to order at 4:00pm.

In Attendance:

Board Members – Bev Menke, Katie Scherer, Ian Whittington (by phone)
Ann Kling, Director

PUBLIC INPUT

No public input was offered.

REVIEW OF AGENDA

No changes to the agenda.

OLD BUSINESS – Oil and Gas Lease

The Board discussed the pros and cons of signing the oil and gas lease from Tekton. Director Kling reported that the Fire District had signed a lease as well as the Town of Windsor. A motion was made by Board Member Bev Menke and seconded by Board Member Katie Scherer to sign the lease.

The vote was unanimous.

Joann Perko and Ann Kling will take the paperwork to the bank next week to have it notarized. Ann Kling will mail the documents to Tekton.

ADJOURN

Motion to adjourn was made by Board Member, Bev Menke, seconded by Board Member Katie Scherer. The motion passed without opposition. Board Meeting was Adjourned at 4:11pm.

Next Regular Board Meeting, Thursday, February 27, 2014 at 5:30pm.

Recorded by Ann Kling, Library Director