



LIBRARY BOARD MEETING Monday, Dec. 14th, 2015, 5:30pm – Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

PERSONNEL COMMITTEE REPORT

FUTURE PLANNING COMMITTEE REPORT

OLD BUSINESS Strategic Planning Update (Information)
New Trustees (Information)
Attorney Interviews (Postponed until Jan. Meeting)
Approve Annual Calendar for the Board (Action)
Approve the Director's 2016 Goals (Action)
Board Holiday Party (Information)

NEW BUSINESS Library Board Evaluation (Action)
Resolution to Adopt the 2016 Budget (Action)
Resolution to Set the Mill Levy (Action)
Resolution to Appropriate Sums of Money (Action)
Approve the fuel budget (Action)

EXECUTIVE SESSION Director's Evaluation (Action)

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Board Meeting Thursday, Jan. 28, 2016, 5:30 PM



Clearview Library District 2016 Budget Message and Budget

The Library District continued to see growth in its services in 2015. Circulation of materials, visits to the Library and Bookmobile, attendance at programs, and use of e-materials is at an all-time high. The Library has become an important part of this growing community.

In 2016, the Library Board intends to purchase property for a new Library and will take steps to obtain the funding for a new building. In the meantime, based on a survey of library users, the Library staff will take measures to improve the current building for those who are looking for a quiet refuge, decrease the waiting time for items in high demand, expand makerspace programming for the public and explore expanded collaboration with the RE4 school district.

Revenue and Expenditures and Comments on the Financial Information

The Certification of Valuation issued by the Weld County Assessor reports the total taxable assessed valuation at \$625,938,150 up \$103,743,430 from last year's assessed valuation. What this means for the Library District's budget is increased revenue. The anticipated revenue from property taxes for 2016 is \$2,243,256, an increase of \$367,331 over 2015. Property tax revenue combined with other revenue adds up to a total revenue of \$2,418,256 for 2016.

Anticipated budget expenditures for 2016 are 29% above 2015 projected expenditures.

Increases are explained below.

Salaries: \$143,314 (14%)

The Library is adding an additional full-time librarian in the Youth Services Dept. to build the robotics program and to work with teens. Additional staff are needed in the Circulation and IT departments.

Related expenses: \$81,708 (34%)

In addition to an 11% increase in health insurance costs, more employees now qualify and are taking advantage of Library offered health insurance. More staff now qualify for short-term disability insurance.

Building Costs: \$11,868 (16%)

The Library will be replacing worn carpeting in the office areas and replacing flooring in the restrooms and meeting room.

Materials/periodicals: \$59,525(49%)

A program that encourages the students at the RE4 schools to use downloadable audiobooks will require that the Library build up its Overdrive audiobook collection. In addition, a push to reduce the waiting time for best-sellers will require the purchase of additional copies of popular materials.

Operating Supplies: \$7,132 (40%)

A busier building requires more office supplies, paper goods, cleaning supplies and other goods.

Public Relations: \$24,129 (169%)

Marketing and advertising of services has become increasingly important in an age where people have many distractions and many ways to spend their leisure time. In order to ease the burden on staff of creating their own posters, ad campaigns, Facebook postings, etc. the Library will look to outsource this important task. The Library Board will also be seeking the help of professionals in order to market the new Library building.

Capital Outlays: \$105,098 (117%)

With a new IT Manager, the Library has instituted a program to begin replacing outdated computer equipment. Glass walls will be installed in the non-fiction area to create a quiet space for users. The teen area will be revamped to create a welcoming place for teens. The DigiLab will be repurposed into a Makerspace.

Clearview Library District

2016 Budget

	2014 Actual	2015 Estimated	2016 Budget	Incrs (Decrs) over 2015	% Incrs (Decrs) over 2015
Revenue					
General property tax	\$1,682,361	\$1,861,340	\$2,243,256	381,916	21%
Other revenue	\$55,941	\$54,167	\$35,000	(19,167)	(35%)
Specific ownership tax	\$143,158	\$139,185	\$140,000	815	1%
Revenue Total	\$1,881,459	\$2,054,691	\$2,418,256	363,565	18%
Expense					
Bookmobile costs	\$30,083	\$22,918	\$26,180	3,262	14%
Building costs	\$80,751	\$74,132	\$86,000	11,868	16%
Capital outlays	\$160,658	\$89,902	\$195,000	105,098	117%
County treasurer's fee	\$25,311	\$28,014	\$33,649	5,635	20%
Electronic Databases	\$9,673	\$6,527	\$10,000	3,473	53%
Materials/periodicals	\$176,381	\$152,975	\$227,500	74,525	49%
Operating supplies	\$22,878	\$17,868	\$25,000	7,132	40%
Other Expenses	\$64,912	\$128,684	\$201,843	73,159	57%
Programming	\$31,441	\$41,028	\$38,000	(3,028)	(7%)
Public relations	\$7,302	\$14,871	\$40,000	25,129	169%
Related expenses	\$211,544	\$238,226	\$319,949	81,723	34%
Salaries	\$947,580	\$999,824	\$1,143,138	143,314	14%
Software/tech support	\$35,853	\$54,689	\$70,000	15,311	28%
Expense Total	\$1,804,367	\$1,869,658	\$2,416,259	546,601	29%
Net Revenue	\$77,093	\$185,033	\$1,997	(183,036)	(99%)

WINDSOR JOINT FUEL TANK FACILITY

TOWN OF WINDSOR WINDSOR FIRE DEPARTMENT WELD RE-4 SCHOOL DISTRICT CLEARVIEW LIBRARY DISTRICT 2016 BUDGET

DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
REVENUES			
TOWN OF WINDSOR	46.55% 01.000.91.0000.1990	TOWN OF WINDSOR	5,120.50
WINDSOR FIRE DEPARTMENT	9.65% 01.000.92.0000.1990	WINDSOR FIRE DEPARTMENT	1,061.50
WELD RE-4 SCHOOL DISTRICT	42.50% 01.000.93.0000.1990	WELD RE-4 SCHOOL DISTRICT	4,675.00
CLEARVIEW LIBRARY DISTRICT	1.3% 01.000.94.0000.1990 100.0%	WINDSOR/SEV LIBRARY DISTRICT	143.00
		TOTAL REVENUES	11,000.00
EXPENDITURES			
MANAGEMENT FEE TO SCHOOL DISTRICT	01.000.00.0000.0310	ADMINISTRATIVE SERVICES	500.00
ELECTRICAL FOR LIGHT/CARD READER/PUMP	01.000.00.0000.0622	ELECTRICITY	200.00
MAINTENANCE AND EQUIPMENT/SITE CARE	01.000.00.0000.0430	REPAIRS & MAINTENANCE	4,000.00
PROPERTY INSURANCE	01.000.00.0000.0522	PROPERTY INSURANCE	200.00
DISPOSAL OF USED OIL	01.000.00.0000.0340	TECHNICAL SERVICES	600.00
SUPPLIES/FUEL CONDITIONER	01.000.00.0000.0610	SUPPLIES	3,000.00
COMPUTER/PRINTER ITEMS	01.000.00.0000.0660	SMALL EQUIPMENT	500.00
SYSTEM IMPROVEMENTS	01.000.00.0000.0734	TECHNOLOGY EQUIPMENT	0.00
LICENSES/PERMITS	01.000.00.0000.0810	DUES AND FEES	200.00
MISCELLANEOUS ITEMS	01.000.00.0000.0890	MISCELLANEOUS EXP	1,800.00
		TOTAL EXPENDITURES	11,000.00
		NET	0.00



LIBRARY BOARD MEETING Monday, Dec. 14th, 2015, 5:30pm – Minutes

CALL TO ORDER: President Perko called the meeting to order at 5:33 pm.

PUBLIC INPUT-None

REVIEW OF AGENDA- Will have November/December Director's, Treasurer's and Statistics reports at the January Board Meeting.

PERSONNEL COMMITTEE REPORT- We are losing a circulation assistant this month, and will hire a new person to fill the position.

FUTURE PLANNING COMMITTEE REPORT- the Committee met with Town of Windsor representatives and the DDA to interview three firms and decided on an architectural firm, Humphries Poli, to create feasibility study for the location of the new library.

OLD BUSINESS

- Strategic Planning Update- Tabled until January.
- New Trustees- Held interviews for the openings on the Board. Rochelle Brotsky and Catherine Davis were nominated to add to the Board of Directors pending approval from the School District and the Town Board.
- Attorney Interviews (Postponed until Jan. Meeting)
- Approve Annual Calendar for the Board- A motion was made to approve the annual Calendar as amended by Board Member Scherer and seconded by Board Member Menke. Motion passed without opposition.
- Approve the Director's 2016 Goals- A motion was made to approve the Director's 2016 Goals by Board Member Menke and seconded by Board Member Whittington. Motion passed without opposition.
- Board Holiday Party- December 19th.

NEW BUSINESS

- Resolution to Adopt the 2016 Budget- A motion was made to adopt the 2016 Budget, proposed by Director Kling, was made by Board Member Whittington and seconded by Board Member Menke. Motion passed without opposition.
- Resolution to Set the Mill Levy- A motion was made to set the Mill Levy by Board Member Scherer and seconded by Board Member Menke. Motion passed without opposition.
- Resolution to Appropriate Sums of Money- A motion was made by Board Member

Whittington to appropriate sums of money and seconded by Board Member Menke. Motion passed without opposition.

Approve the fuel budget- A motion was made to approve the fuel budget by Board Member Menke and seconded by Board Member Scherer. Motion passed without opposition.

Approve purchase of computers- A motion was made to approve the purchase of new computers by Board Member Scherer and seconded by Board Member Whittington. Motion was passed without opposition.

Approve purchase of additional LAT cube (video game dispenser) - A motion was made to approve the purchase of a new LAT cube by Board Member Whittington and seconded by Board Member Scherer. Motion passed without opposition.

Library Board Evaluation- Reviewed.

EXECUTIVE SESSION Director's Evaluation- Board went into executive session at 6:54 pm. Executive session ended at 8:15 pm. The Director's contract was renewed.

CONSENT AGENDA- A motion was made to accept the consent agenda by Board Member Whittington and seconded by Board Member Scherer. Motion passed without opposition.

UPCOMING AGENDA

- Election of Board officers and Committee assignments
- Decide location for public notice of meetings
- Review public access to information (web site)
- Summary report by Director on staff performance and merit increases for 2016
- Auditor contract approval
- Attorney interview update

APPROVAL OF MINUTES- A motion was made to approve the minutes by Board Member Whittington and seconded by Board Member Menke. Motion passed without opposition.

ADJOURN- Meeting was adjourned at 8:15 pm.

Next Board Meeting Thursday, Jan. 28, 2016, 5:30 PM