CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR’S REPORT
   COMMUNICATION
   MONTHLY STATISTICS

TREASURER’S REPORT

PERSONNEL COMMITTEE REPORT

FOUNDATION REPORT

FUTURE PLANNING COMMITTEE REPORT

REPORTS OF THE LIAISONS

OLD BUSINESS

NEW BUSINESS
   Meet Recent Hires (Information)
   Summer Reading Report (Information)
   Annual Legal Review (Information)
   Review Insurance Plans for 2017 (Information)

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Board Meeting Thursday, Sept. 29, 2016, 5:30 PM
Summer Reading continued in July with lots of programs for all ages and lots of people visiting the Library. The grand finale was the Summer Carnival and Petting Zoo held on Saturday, July 30th. Thanks to Ally Garcia, Heather Seely and Andrea Cleland, the event was well organized and went off without a hitch.

Library Director Ann Kling and Bookkeeper Sherry Greenlee worked with auditor, Brian Crosier on the Library District’s annual audit during the month of July. Due to some unavoidable delays, The Library District filed for an extension to submit the audit to the state. The audit will be submitted before the end of September.

Library Director Kling worked with Library District Attorney, Jeremy Rose, to ensure that all steps relating to the purchase of the Main St. property were in order. The title search has been done and the exceptions reviewed, a company has been hired to conduct a Phase I site assessment and engineering firms have been identified to conduct due diligence studies of drainage and roads surrounding the property.

The second quarter all-staff meeting was held on Friday, July 8th. The Ted talk of Verna Myers on diversity was viewed.

Two sessions of CCR Training were conducted by Windsor Severance Fire Rescue staff, Chantelle Dron. The final session will be held in August.

Library Director Kling, Board President Perko, Mayor Kristie Melendez, Town of Windsor Manager Kelly Arnold, and Town Board Member, Christian Morgan, met to review responsibilities of Town Board liaisons to the Library Board and to review progress on the acquisition of the property for a new Library Building.

Director Kling and Arts and Heritage Museum Director, Caitlin Heusser, met with a representative of the Coloradoan at the former Windsor Beacon offices on Main St. to look over the Beacon archives. Since Gannett, the publisher of the paper, wants to retain rights to the paper, both the Library and the Museum determined that finding a space to store the vast amount of material would not be prudent. The Library currently has copies of the Beacon in microfilm and paper.

Programming Highlights for July (A sampling of programs offered for all ages in July)

- Nursey Rhyme Obstacle Course in Severance
- Adult Coloring
- Glow Stick Rockets
- Sick Tree Day
- Indiana Bones
- Teen Lock-In
Jump and Tumble
Tea Party in Severance
Plant Swap
College Funding Options
Robotics 101
Robotics and Beyond
Aerial Class
Beach Crafts
Library Scavenger Hunt
Butterfly Pavilion
Self Defense Class for Girls
TinkerCAD – 3D Printing
Asian Stir-Frying
Puppets and Things on Strings in Severance
Carnival and Petting Zoo

Monthly Reports of the Managers and Supervisor

Adult Services, Children’s Service and Outreach — July, 2016

Ally Garcia, Public Services Manager (Adults, Teens, Children and Bookmobile)

Overview:

July was another busy month for the Public Services Department both inside and outside of the library. July 29th was the last day of Summer Reading Program and we had a total of 2,242 patrons participate this year. We presently have a survey out to our participants to see what worked and what we can do even better next year.

Even more exciting was the annual end of summer carnival where we had over 600 patrons enjoy bounce houses, cotton candy, a petting zoo and much more, which is an increase of almost 200 attendees from last year. An event of this size would not have been possible without the help of our amazing Library team - both staff and volunteers. This year we made several changes to this event: combining the Carnival and Petting Zoo, offering Face Painting (thanks to Alissa, Karen, & Tucker!), and scheduling the event one week earlier than we have in the past. Monica G. heard this comment regarding the Carnival: “We love this Library! We have been here 5 times this week, not including today! You guys are awesome!”

We added two extra weekly events to Severance Town Hall this summer and both have been well attended and are bringing in new audiences. We plan to continue both a tech discovery time and little ones’ program going during the fall.

With the end of summer comes back to school. Cari Borchert worked tirelessly to reach out to every school in Weld-re-4 to make sure the library could be part of their back to school festivities. As summer winds down staff in all departments are gearing for a busy and fun fall.

Other Highlights

- Brittany Doleazal has taken over D&D and is working on focusing the teens on constructive play.
• Tucker Valentine and Brittany led the largest teen lock-in and the evening was enjoyed by all 22 attendees.
• Brittany is working with consultant, Mary Gulash to design the teen space. They have picked out fabric colors, are having a new gaming station being custom made to better fit the space and have a solid plan. They are aiming to have the space done by October.
• Resa Mai worked with Amy McFadden & Brittany to plan and implement Pokemon GO programming for August.
• Resa oversaw the Summer Reading Programs on Thursdays; everyone came together to pull off a fantastic Butterfly Pavilion program that was different from what was originally planned.
• Kat Sharp (with volunteer Shannon) ran Family BINGO night in Severance: One comment from a Severance dad was “for the first time this went really well.”
• Katie Northern took over Lego Club and had excellent experience with the Pulley (they kept going to her to show the pulley they came up with) and Pokemon challenges (had a family visiting from France. They really enjoyed everything the library had to offer.)
• Katie began planning and prepping for Weird Science to begin in August with the school schedule.
• Heather and Cari continued to plan, execute and lead Summer Reading Program in the building and on the bookmobile.
• Tucker is now submitting monthly programming information to the Macaroni Kid website to be posted on their calendar. After submitting August event info, Tucker quickly heard back from the editor who said, “If you ever want to promote events beyond the calendar let me know” because she “loves the events and programs that you have”.
• Monica Gould is planning the annual PAWS appreciation dessert party to thank our volunteers in the PAWS program. It will take place on August 9th from 6:30-7:30pm.
• Monica G. is in the process of creating a survey to be filled out by our PAWS volunteers, in addition to another survey that will be filled out by our customers.
• Amy interviewed/trained 5 new volunteers (for both Adult Services and Children's Services departments). Additionally, this month we had 6 adult volunteers work a total of 32 hours, and 25 children’s volunteers work a total of 267 hours.
• Andrea worked with Early Literacy app development.
• Marsella signed on a new volunteer named Fran to do both in-house tasks as well as to read to patrons at Columbine Commons

Ally’s Managerial Duties and Professional Development:

July for me was spent out on the floor serving our patrons during the everyday rush of the Summer Reading Program, as well as supporting my staff, many who were out sick or on vacation. Heather and I worked closely to prepare for the carnival and not only did this event have the highest attendance but it was the smoothest yet.

I had weekly meetings for CoPLA planning our upcoming September workshop. I sent out emails through Libnet and CAL to advertise the upcoming workshop as well as setup a scholarship application that I will be reviewing in August.

I received the new Clearview Library District t-shirts and passed them out during the monthly programming. I received positive feedback from staff about how much they appreciated and preferred the new shirts. The Quiet Space glass wall decals were installed this month and I am really pleased with how they came out.
Community meetings with:

- Windsor Lions meeting
- Vicki the new media specialist at Mountain View

Committees/meetings I am serving on and attending meetings:

- Colorado Public Library Association - president
- Leadership Team
- Summer Reading Program 2016
- Website monthly meeting
- Purchase Processing monthly meeting

- Monica, Ally and Heather put together monthly online and print calendar
- Completed monthly staff schedule with Cari, Jennifer and Heather for all departments.
- Attended bi-weekly Outreach meeting, monthly YS staff meeting and led monthly programming meeting
- This month Monica Latham was out unexpectedly and I edited and finished the newsletter for this month.


Bud Hunt, IT Manager

The month of July was a busy one for the library, with few service disruptions on the IT and Tech Services sides, as (almost) all normal operations were maintained throughout the steady traffic of a busy summer at the library. The introduction of a new operating system occurred with minimal interruptions to staff, though we did experience some incredibly long receipts until we got a better handle on how our older receipt printers handled the change. We also discovered that some of the reporting we’ve been doing for our old strategic plan was undercounting circulation of one of our most popular collections - Juvenile easy readers. We are working to correct that reporting for the new strategic reporting.

One additional error we faced last month was that our entry gate ceased counting foot traffic during the month, and several days of data were lost. We are still working with the vendor to see if there is any possibility of recovering that data, as well as working to see what we can do to prevent the error in the future.

In addition to regular duties, in the month of July, the IT & Tech Services team:

- Began Windows 10 deployment to staff.
- Completed several pieces of eRate reimbursement for the last fiscal year.
- Explored a reporting irregularity regarding circulation reporting.
- Continued to work issues with our gate and self-check cashbox.
- Met with our Internet vendor to explore additional opportunities for growth and networking potential.
- Met with regional IT managers to discuss security and networking issues.
- Supported the summer carnival with additional team staffing.
Interlibrary Loan Statistics

<table>
<thead>
<tr>
<th></th>
<th>SWIFT</th>
<th>ILL</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL's Borrowed</td>
<td>143</td>
<td>16</td>
<td>159</td>
</tr>
<tr>
<td>ILL's Returned</td>
<td>183</td>
<td>13</td>
<td>196</td>
</tr>
<tr>
<td>ILL's Lending</td>
<td>37</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILL's Lended Returned</td>
<td>43</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>Courtesy Received</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtesy Returned</td>
<td>41</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td><strong>Total Courier:</strong></td>
<td><strong>490</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circulation Services – July, 2016

Nathan Triz, Circulation Supervisor

Department Projects:

- Assisted with the overall carrying out of the Summer Reading Program which was in full-swing in June. Customer Service Specialists and Shelvers participated in giving out prizes and registering patrons during the scheduled times as well as jumping in to help during busy times and offering to help during un-scheduled times to accommodate patron’s needs.

- Judy Pye and Nathan repaired a total of 67 DVDs and CDs and 5 Blu-rays in the month of July.

Staff Development:

- Interviewed for Customer Service Specialist and Shelver positions to fill positions starting 7/26.
  - Hired Melody Gallagher (Customer Service Specialists) and Brenden Bricher (shelver) on 7/26 and began training both immediately.
  - Trained Mendi on PhoneTree procedure so she could cover extra shifts.
  - Worked closely with shelvers to correct common mistakes and ensure quality of work, also phone answering - had assistance from Steven and Chelsey with this.
  - In the July Customer Service Specialists meetings, we went over many things including:
    - Consistency in procedures such as bike lock lending, found library cards, received faxes etc...
    - Summer Reading Program feedback and wrap-up

Nathan’s Additional Side Projects:

- Ran teen video game night with 13 teen attendees.
- Reassigned shelf-reading to include new staff and volunteers.
• Worked with Amy McFadden to redo the adult volunteer binder:

**Department Displays:**

• Brittany, Amy, and Caitlin worked together on a “Pokemon Go” display to stay relevant with the social phenomenon and highlight some of our related items as well as interactive crafts.
• Continued “stories reimagined” and genre mashups. For example, Pride and Prejudice and Zombies.
• Continued “Exercise Your Mind” display featuring brain teasers, mind games, as well as physical exercise materials.
• “Live Music Scene in Colorado 2016” - bands/artists currently touring CO

**Volunteers:**

• Donna Reiser - 11 hours
• Mary Beal - 6 hours
• Terry Muller - 3 hours
• Gail Greeley - 4.25 hours

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**Coming in August**

**Adult Programming**

*Crafts to Beautify Your Home* | Tuesday, August 2nd or August 4th @ 6:30pm
Simple Bicycle Care | Tuesday, August 9th @ 6:30pm
Women and Money | Thursday, August 11th @ 6:30pm
Fantasy Football | Sunday, August 14th @ 2pm
We’ll Read Anything Book Club | Monday, August 15th @ 6:30pm
Do Fish Really Eat Flies? | Tuesday, August 16th @ 6:30pm
*Sisters on the Fly* | Thursday, August 18th @ 6:00pm
Backyard Archaeology | Tuesday, August 23rd @ 6:30pm
Digital Note Taking | Monday, August 29th @ 6:30pm
*Dove Chocolate Tasting* | Tuesday, August 30th @ 6:30pm

**Programming in Severance @ Severance Town Hall**

*Tech Time @ Severance Town Hall (ages 8+)* | Monday, August 1st, 8th, 22nd, and 29th from 3:30-4:30pm
Fun Fridays @ Severance Town Hall (ages 5+)* | Friday, August 5th and 26th from 4:00-5:00pm
Worms @ Severance Town Hall (2 to 5 years) | Thursday, August 11th @ 10:00am
Stories in Severance (0 to 6 years) | Tuesday mornings @ 10:00am & 10:35am
**Little One's Programming~** | Tuesday, August 9th @ 10:30am
Worms (2 to 5 years) | Saturday, August 13th @ 10:30am (repeat session)

**Story Times~**

Toddler Tales (birth to 3 years) | Monday mornings @ 10:00am & 10:35am
Dance, Rhyme, & Read (3 to 6 years) | Wednesday mornings @ 9:30am, 10:00am, & 10:30am
Babies and Books (birth to 15 months) | Friday mornings @ 9:30am
Whimsical Wobblers (15 months to 2½ years) | Friday mornings @ 10:00am & 10:45am
Crafty Tales (3 to 6 years) | First Saturday of the month @ 10:30am
Y is for Yoga! (3 to 6 years)  
10:45am  
Children’s Programming AND Afterschool Programs~ K-8  
(Summer schedule will continue through Fri., Aug. 12th. Fall schedule will begin week of Mon., Aug. 22nd.)  
CoderDojo (ages 8+)  
3:15pm  
Lego Club (ages 3-10)  
4:30pm  
*Robotics 101 (ages 5-9)  
from 4-5pm  
Open Play (Crafts & Tech toys for ages 5+)  
Weird Science  
Getting Crafty  
**Tween Programming**  
CoderDojo (ages 8+)  
3:15pm  
Luminaries (ages 9+)  
*Robotics & Beyond (ages 10+)  
from 4-5pm  
Board Game Night! (ages 8+)  
5:00-7:30pm  
Teens Programming  
CoderDojo (ages 8+)  
3:15pm  
*Robotics & Beyond (ages 10+)  
from 4-5pm  
*Teen Video Game Night (teens 13+)  
*Dungeons and Dragons (ages 12+)  
7:00pm  
**All Ages/Family Programming**  
Battle for the Library – Pokemon Go! (all ages)  
hosted weekly  
Board Game Night! (ages 8+)  
5:00-7:30pm  
Fourth Tuesday of the month @ 10:00am &

Mon., Aug. 1st & 8th from 1-2pm; Fri., Aug. 26th @

Tuesday, August 2nd, 9th, 16th, 23rd & 30th from 3:00-4:30pm

Fri., Aug. 5th & 12th from 3-4pm; Thurs., Aug. 25th

Saturday, August 13th from 3:00-4:00pm

Monday, August 22nd & 29th from 3:00-4:30pm

Wednesday, August 24th & 31st from 3:00-4:30pm

Second & fourth Thursdays of the month from

Mon., Aug. 1st & 8th from 1-2pm; Fri., Aug. 26th @

Wednesday, August 3rd from 6:30-7:30pm

Fri., Aug. 5th & 12th from 3-4pm; Thurs., Aug. 25th

Second & fourth Thursdays of the month from

Mon., Aug. 1st & 8th from 1-2pm; Fri., Aug. 26th @

Wednesday, August 10th from 5:30-7:30pm

First & third Thursdays of the month from 5:00-

August 1–21st- Pokemon related crafts/games

Second & fourth Thursdays of the month from
<table>
<thead>
<tr>
<th></th>
<th>2013 Actual</th>
<th>2014 Actual</th>
<th>2015 Actual</th>
<th>2016 Goal</th>
<th>Current Month</th>
<th>2016 % vs '15</th>
<th>2015</th>
<th>16 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Served</td>
<td>241,934</td>
<td>246,018</td>
<td>279,147</td>
<td>287,520</td>
<td>26030</td>
<td>17%</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>154,343</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>54% No accurate number for July due to equipment malfunction.</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,717</td>
<td>30,700</td>
<td>41,936</td>
<td>42,775</td>
<td>4312</td>
<td>37%</td>
<td>29740</td>
<td>70%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>307,016</td>
<td>322,391</td>
<td>346,199</td>
<td>356,585</td>
<td>32834</td>
<td>-4%</td>
<td>217,632</td>
<td>5%</td>
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<tr>
<td>Computers and Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Users</td>
<td>5,614</td>
<td>5,881</td>
<td>7,785</td>
<td>8,020</td>
<td>697</td>
<td>-2%</td>
<td>4050</td>
<td>-14%</td>
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<tr>
<td>Sessions</td>
<td>18,933</td>
<td>22,192</td>
<td>22,209</td>
<td>22,875</td>
<td>2049</td>
<td>-5%</td>
<td>11,961</td>
<td>-11%</td>
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<tr>
<td>Wifi Use</td>
<td>19,706</td>
<td>12,512</td>
<td>5,430</td>
<td>5,700</td>
<td>661</td>
<td>38%</td>
<td>4,153</td>
<td>35%</td>
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<tr>
<td>The Virtual Library</td>
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<td></td>
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<tr>
<td>Borrowers</td>
<td>5,935</td>
<td>7,928</td>
<td>9,736</td>
<td>10,220</td>
<td>849</td>
<td>2%</td>
<td>6,159</td>
<td>7%</td>
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<tr>
<td>Ebooks Borrowed</td>
<td>9,011</td>
<td>12,252</td>
<td>16,333</td>
<td>17,150</td>
<td>1391</td>
<td>9%</td>
<td>10,399</td>
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<tr>
<td>Other materials</td>
<td>9,033</td>
<td>31,008</td>
<td>36,603</td>
<td>38,430</td>
<td>2806</td>
<td>-11%</td>
<td>19,591</td>
<td>-13%</td>
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<tr>
<td>Database Searches</td>
<td>14,174</td>
<td>13,928</td>
<td>16,282</td>
<td>16,770</td>
<td>1833</td>
<td>840%</td>
<td>22,272</td>
<td>312%</td>
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<tr>
<td>Homepage Visitors</td>
<td>213,650</td>
<td>238,418</td>
<td>237,296</td>
<td>244,415</td>
<td>19091</td>
<td>-5%</td>
<td>139,514</td>
<td>-5%</td>
</tr>
</tbody>
</table>

**People Served**

- **2013**: 241,934
- **2014**: 246,018
- **2015**: 279,147
- **2016 Goal**: 287,520
- **Current Month**: 26030 (17% vs. '15)
- **Year to Date**: 154,343 (23% vs. 2015)

**Program Attendance**

- **2013**: 22,717
- **2014**: 30,700
- **2015**: 41,936
- **2016 Goal**: 42,775
- **Current Month**: 4312 (37% vs. '15)
- **Year to Date**: 29740 (27% vs. 2015)
# Clearview Library Fund Balances

**July 31, 2016**

## Bank and Fund Statements

<table>
<thead>
<tr>
<th>Interest, Purch,</th>
<th>June</th>
<th>Redemp, Checks</th>
<th>July</th>
<th>July</th>
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</thead>
<tbody>
<tr>
<td><strong>Operating</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bank of Colorado</td>
<td>0.00%</td>
<td>$116,895</td>
<td>($24,507)</td>
<td>$92,388</td>
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<tr>
<td>Colo Trust Operating 8003</td>
<td>0.13%</td>
<td>$1,408,364</td>
<td>$219,713</td>
<td>$1,628,076</td>
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<tr>
<td><strong>General Reserve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colorado East Bank CD</td>
<td>0.45%</td>
<td>$635,826</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Colotrust General Fund 8005</td>
<td>0.13%</td>
<td>$635,826</td>
<td>$339</td>
<td>$636,165</td>
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<tr>
<td><strong>Capital Reserve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Colo Trust Capital 8001</td>
<td>0.13%</td>
<td>$204,012</td>
<td>$109</td>
<td>$204,121</td>
</tr>
<tr>
<td><strong>Long-Term Building</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Farmers Bank Money Market</td>
<td>0.50%</td>
<td>$233,653</td>
<td>$129</td>
<td>$233,782</td>
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<td>Colo Trust LT Building 8004</td>
<td>0.13%</td>
<td>$1,183,533</td>
<td>$632</td>
<td>$1,184,164</td>
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<tr>
<td><strong>Total</strong></td>
<td>$3,782,282</td>
<td>$196,415</td>
<td>$3,978,697</td>
<td>$3,952,896</td>
</tr>
</tbody>
</table>

## Balance Sheet

- **Weld County Tax Distribution for Jul deposited in Aug**: $24,951

  - General Property Tax Revenue: Jul, $14,244
  - Specific Ownership: Jul, $10,553
  - Interest on Deliq taxes/other: Jul, $374
  - Treasurer's fees: Jul, ($219)

## Cash On Hand

![Cash On Hand Chart](chart.png)
## Clearview Library District
### Revenue and Expenditures
#### July, 2016

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Jul 16 Actual</th>
<th>2016 Actual</th>
<th>2016 Budget</th>
<th>% of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General property tax</td>
<td>14244</td>
<td>2205145</td>
<td>2,243,256</td>
<td>98%</td>
</tr>
<tr>
<td>Other revenue</td>
<td>7251</td>
<td>39487</td>
<td>35,000</td>
<td>113%</td>
</tr>
<tr>
<td>Specific ownership tax</td>
<td>10553</td>
<td>74418</td>
<td>140,000</td>
<td>53%</td>
</tr>
<tr>
<td><strong>Revenue Total</strong></td>
<td>32048</td>
<td>2319050</td>
<td>2,418,256</td>
<td>96%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookmobile costs</td>
<td>910</td>
<td>5225</td>
<td>26,180</td>
<td>20%</td>
</tr>
<tr>
<td>Building costs</td>
<td>6069</td>
<td>41870</td>
<td>86,000</td>
<td>49%</td>
</tr>
<tr>
<td>Capital outlays</td>
<td></td>
<td>52475</td>
<td>195,000</td>
<td>27%</td>
</tr>
<tr>
<td>County treasurer’s fee</td>
<td>219</td>
<td>33121</td>
<td>33,649</td>
<td>98%</td>
</tr>
<tr>
<td>Electronic Databases</td>
<td>990</td>
<td>6405</td>
<td>10,000</td>
<td>64%</td>
</tr>
<tr>
<td>Materials/periodicals</td>
<td>15960</td>
<td>101039</td>
<td>227,500</td>
<td>44%</td>
</tr>
<tr>
<td>Operating supplies</td>
<td>3312</td>
<td>12520</td>
<td>25,000</td>
<td>50%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>33753</td>
<td>93591</td>
<td>201,843</td>
<td>46%</td>
</tr>
<tr>
<td>Programming</td>
<td>4970</td>
<td>25243</td>
<td>38,000</td>
<td>66%</td>
</tr>
<tr>
<td>Public relations</td>
<td>96</td>
<td>1654</td>
<td>40,000</td>
<td>4%</td>
</tr>
<tr>
<td>Related expenses</td>
<td>23084</td>
<td>163821</td>
<td>319,949</td>
<td>51%</td>
</tr>
<tr>
<td>Salaries</td>
<td>90793</td>
<td>640554</td>
<td>1,143,138</td>
<td>56%</td>
</tr>
<tr>
<td>Software/tech support</td>
<td>3945</td>
<td>40807</td>
<td>70,000</td>
<td>58%</td>
</tr>
<tr>
<td><strong>Expense Total</strong></td>
<td>184102</td>
<td>1218323</td>
<td>2,416,259</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-152054</td>
<td>1100726</td>
<td>1,997</td>
<td>55119%</td>
</tr>
</tbody>
</table>
LIBRARY BOARD MEETING Thursday, Aug. 25, 2016, 5:30pm – Minutes

CALL TO ORDER- The meeting was called to order by Vice President Menke at 5:30 pm
In attendance: Vice President Bev Menke, Director Ann Kling, Treasurer Ian Whittington, Secretary Katie Scherer, Board Member Catherine Davis, Board Member Rochelle Brotsky, RE4 School District Liaison Jennifer Lieber, Town of Severance Liaison Bruce Florquist, Town of Windsor Liaison Christian Morgan. Excused- President Joann Perko.

PUBLIC INPUT- None

REVIEW OF AGENDA- Move meet the recent hires and Summer reading report to the top of the meeting.

DIRECTOR’S REPORT- Report was reviewed.
   COMMUNICATION- None
   MONTHLY STATISTICS- Statistics were reviewed.

TREASURER’S REPORT- Report was reviewed.

PERSONNEL COMMITTEE REPORT- Hired a new customer service specialist to replace a specialist that has left. Hired Singer Associates to do a benefit and salary survey.

FOUNDATION REPORT- The Foundation is moving forward with the Community Foundation to invest the Windsor Reads funds to support the Windsor Reads program. The book sale is coming up September 23rd through October 1st. Windsor Reads tickets are going well, free tickets are gone and reception tickets are almost gone. Bank of Colorado sponsored Windsor Reads for $500.

FUTURE PLANNING COMMITTEE REPORT- Director Ann Kling reported on the progress that has been made toward the purchase of property for a new library.

REPORTS OF THE LIAISONS- Jennifer Lieber- School has started, over 6,000 students. The School Board voted to put the bond issue on the ballot. Flip-Flop gala is coming up.
Bruce Florquist- Severance is happy with how the summer reading program worked this year. Downtown construction is finished.
Christian Morgan- 430 new building permits filed for this year. Looking into new water sources for the town. Discussed capital improvement projects in the plans. Annual Winefest was discussed. Harvest Festival is coming up soon.

OLD BUSINESS- None
NEW BUSINESS-

Meet Recent Hires-The Board were able to meet some of the new hires to the library, Brenden Bricher & Melody Gallagher.
Summer Reading Report- Staff gave a summary of this year’s summer reading program Andrea Cleland, Heather Seely and Jennifer Bradley.
Annual Legal Review- Policies and employee handbook were reviewed. Some policies need to be revised by the Board as advised by legal representative. Director Kling will draft revisions and get them to the Board, two per month until they are complete.
Review Insurance Plans for 2017- Plans were reviewed by the Board.

CONSENT AGENDA- A motion was made by Board Member Whittington to approve the consent agenda. Seconded by Board Member Scherer, motion passed without opposition. The Board requested that Director Kling ask Jeremy Rose if we need to have the consent agenda.

UPCOMING AGENDA-
-Approve insurance Plans
-Evaluation procedure for the Director
-Advise about upcoming Board vacancies
-Budget process; assumptions and staffing plan
-Audit report
-Review and approve policies

APPROVAL OF MINUTES - A motion was made to accept the minutes by Board Member Scherer, and seconded by Board Member Davis. Motion passed without opposition.

ADJOURN- A motion was made to adjourn by Board Member Davis and seconded by Board Member Whittington. Motion passed without opposition. Meeting adjourned at 6:49 pm.

Next Board Meeting Thursday, Sept. 29, 2016, 5:30 PM