LIBRARY BOARD MEETING Thursday, Feb. 25th, 2015, 5:30pm – Agenda

CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR’S REPORT
   COMMUNICATION
   MONTHLY STATISTICS

TREASURER’S REPORT

PERSONNEL COMMITTEE REPORT

FUTURE PLANNING COMMITTEE REPORT

FOUNDATION REPORT

OLD BUSINESS
   Strategic Planning Update (Information)
   Attorney Selection (Action)
   Board Training, Fund-raising or Tabor (Information)

NEW BUSINESS
   Approve bid for glass doors for the quiet area. (Action)
   Meet new Staff, Customer Service Specialists (Information)
   Approve Minors in the Library Policy (Action)
   Joint Board Meeting – Monday, May 16th, 5:00 pm. School District

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Board Meeting Thursday, Mar. 31, 2016, 5:30 PM
The New Year started with a flurry of training for the 5 new Customer Service Specialists who were hired in late December. Nathan Triz devised a training schedule, Bud Hunt brought in on-line scheduling software, “When I Work”, Ally Garcia wrote a Customer Service Philosophy. Current Customer Service Specialists aided in the training by having new hires shadow them. With the increase in traffic, it is important that we have adequate staff to work with our customers.

On Wednesday, Jan. 6th, the Director met with Don Diones of Baum Associates about financing the new Library. Baum has worked with the Library District in the past on both the building of the library in 1997 and the addition in 2008.

The Kick-off meeting with Humphries Poli Architects was held at Town Hall on Wednesday, Jan. 13th. Members of the Town Board, the DDA, President Perko and Director Kling were in attendance. A timeline was agreed on, goals of the project were reviewed and the properties to be included were reiterated. The group will be meeting with the architects every other week until the project is complete. A second meeting was held on the 27th to discuss site criteria and goals.

On Wednesday, Jan. 20th, Dennis Humphries, and Ozi Friedrich met at the Library with Director Kling, Ally Garcia, Bud Hunt, and Board President, Perko. The architects were given a tour of the building, received input on what the Management Team sees as the issues with the current building and heard about the needs and wants for a new building.

The Strategic Planning Committee, Director Kling, Board Members, Katie Scherer and Catherine Davis, staff members, Ally Garcia, Bud Hunt, Heather Seely and public representative Michelle Pohlen met on Monday the 25th with Jacqueline Murphy, State Library facilitating to pull together the information from the public and staff meetings and begin the drafting of the new strategic plan. 5 Draft Goals were formulated. Another meeting will be held on Feb. 8th.

The Management Team revised the Organizational Chart.

An adult programming and collections position was posted on Colorado Jobline.

Ally Garcia’s job title was changed to reflect the inclusion of adult services and is now Public Services Manager.
Programming Highlights for January

New Year, New You
Pokemon Party
You Got an Ereader, Now What?
Kickstart Your Health
Tax News
Combating the Winter Blues
3D Printing
Teen Poetry Slam
I Got This Techy Thing, Help!
Yoga for the New Year
Nerdfighters Hangout
Early Literacy Fair

Up Next:

Tax Help provided by VITA on Monday nights
Remember When Valentines
Learn WordPress
Treat Yourself Spa Night
Social Security Options
Nerdfighters Hangout: Anti-Valentines Day
Origami
Everyday Curries
Snack Attack
Clearview Comic Con
Wanna Be an Author?
Write Your Novel

Monthly Reports of the Managers and Supervisor

Circulation Services – January, 2016

Nathan Triz, Circulation Supervisor

Department Projects:

- Re-shifting adult fiction section to better fit.

- Training, training, training! Everybody has been pitching in to help train the new hires and make sure they are comfortable with their new job duties and/or covering the spots that needed covering during training times.

Volunteers:

- Donna Reiser - 18 hours / working on usual tasks plus helped with covering 7 day stickers project and relabeling westerns/scifi/mysteries with hard to read spine labels project.
- Mary Beal - 8 hours / worked on usual tasks plus helped with covering 7 day stickers project. Maintains lost and found drawer.

- Adam Jensen - 2.5 hours / shelves adult and juvenile non-fiction.

**Nathan's Additional Side Projects:**

- Repaired 59 scratched CDs and DVDs in January and 2 Blu-rays.

- Have been working together with Heather and Tucker on planning a Comic Con event to take place on February 19th from 5-8pm featuring a Cosplay costume contest with prizes and much more. This is to launch our new online database, Comics Plus, and to educate and celebrate our existing comic resources.

- Updated the wording that patrons receive for courtesy txt’s to be more accurate.

- Updated the wording in the Incomplete Forms to be more accurate and efficient.

- Had sign made for 24/7 item pick up lockers and vinyl lettering for library item returns.

- Worked with Amy on consolidating volunteer duties and having them help pull holds for patrons.

- Ironed out procedure for mailing new cards to home (used to be Ally but now has grown so much that will be a standard CSS duty or assigned side job).

**Department Displays:**

- Continued display of “Don’t judge a book by it’s movie” featuring both the book and the movie (or TV show).

- Jessie set up “best of” and “greatest hits” music displays on the sides of the CD shelves.

- Tucker put together several tribute displays to honor the recent passing of celebrities such as David Bowie, Glenn Frey etc.

- Clearview Comic Con / ComicsPlus display on a mobile cart so it can be moved around and hopefully garner attention for Friday 2/19’s Comic Con event.

**Interlibrary Loan**

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<th></th>
<th>SWIFT</th>
<th>ILL</th>
<th>Total</th>
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<td>ILL's Borrowed</td>
<td>158</td>
<td>18</td>
<td>176</td>
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<tr>
<td>ILL's Returned</td>
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<td>17</td>
<td>143</td>
</tr>
<tr>
<td>ILL's Lending</td>
<td>48</td>
<td></td>
<td></td>
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<tr>
<td>ILL's Lended Returned</td>
<td>45</td>
<td></td>
<td>93</td>
</tr>
<tr>
<td>Courtesy Received</td>
<td>28</td>
<td></td>
<td>52</td>
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<tr>
<td>Courtesy Returned</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Courier:</strong></td>
<td></td>
<td></td>
<td><strong>464</strong></td>
</tr>
</tbody>
</table>
Outreach and Youth Services — January, 2016

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

Overview:

2016 is off to a strong start and we have had a very busy month. We are continuing to offer more programs, attend and schedule new outreach events, build stronger relationships with WELD-RE 4 all while growing and developing our staff.

In January, Outreach and Children services team members spoke to all the students of Grandview over two weeks in a mix of classroom and assembly style presentations, sharing the library resources, tech toys and e-resources with their students and staff. We reached 540 students and signed up many library cards this month.

Outreach and Children Services also led the annual Early Literacy Fair at the library bringing in over 60 patrons to an evening of fun and education. We also held a new partnership program bringing in Russian storytime that brought in 32 patrons. Andrea is working to set up another session with our partner.

Other Highlights

- Bookmobile started a new stop at Owl Ridge (82nd & Talon) in West Greeley
- Resa continues to update exchange shelves
- Resa took on children’s programming on the 2nd Friday of each month in-house and shadowed Amy this month to prepare.
- Resa continues to manage bomo decorations, games and crafts
- Kat conducts eight storytimes each week at three different locations, including childcares and Severance Town Hall.
- Kat continues with weekly in-house Lego Club and Fun Fridays in Severance, both well attended
- Kat submitted sections of the library newsletter.
- Kat organizes and produces patron picks buttons and forms for the bomo each month.
- Cari is running monthly bookclubs at WCA and SMS.
- Dennis had the BoMo serviced January 29.
- Cari, Resa & Anthony began planning for BoMo Day
- Cari organized google drive and stats training for all BoMo /outreach staff with Ally.
- Cari trained Stephanie, Katie and Rob on garaging the BoMo.
- Cari updated all bookmobile website events and schedules, as well as schedules for outreach storytimes, outreach school stops and lobby stops.
- Cari and Monica G. continue to serve on guiding principles committee and leadership team.
- Amy trained 6 new volunteers this month.
- Amy worked with Michael to present a 3D printing class to the tweens.
- Heather and Tucker are serving on the Clearview Comic Con committee and asked for help running the event from Resa, Brittany and Ally.
- Andrea and Heather are taking the feedback from the Children's/outreach meetings to update our behavioral and unattended child policy at the library.
- Karen and Andrea working on their quarterly bookclubs for the month- both have full attendance.
- Lynley is starting to implement some of the changes to Minecraft and train a volunteer to help out.
- Monica G. continues to do a great job of organizing the PAWS volunteers.
Ally’s Managerial Duties and Professional Development:

We started 2016 as busy as ever and with some changes to our overall library structure. I am now the Public Services Manager. One of the new changes is promoting one of our part-time librarians to the new full-time Teen Librarian position, Brittany Dolezal. Heather and Cari both supervisors, are taking on larger supervisory roles. The adult services librarian and team are now working under the Public Services department. In January, Brittany and I interviewed 6 candidates for an Outreach Assistant position and filled it by promoting Tucker Valentine. Ann and I spent the end of January beginning our search for the new Adult Services Librarian.

In order to get my new teams up and running I met individually and then in groups with each team member the new organizational chart affected and mapped out new schedules and job responsibilities (a total of 7 independent meetings and then 4 group meetings).

I was asked to create a customer service philosophy for the library and with the input of Bud and Nathan put together a document. This document pinpoints our 4 commitments to excellent customer services and what it should look like. I then trained the 5 new hires, in addition to all of the circulation department on this document. I asked managers to please meet with their teams to make sure all staff were trained in the philosophy in order to offer consistent customer services regardless who was assisting a patron.

- Attended meetings with:
  - Makerspace (weekly)
  - Leadership Team
  - Windsor Lions meeting
  - Manager meeting
  - Several school partnership meeting
  - Purchase/Processing meeting
  - trained all children’s/outreach staff on using google docs, sharing files/folders, using their calendar and new stats sheet
- Committees I am serving on:
  - Makerspace
  - Colorado public Library Association-president
  - Leadership Team
  - Strategic Planning
  - Monica, Ally and Heather put together monthly online and print calendar
  - I proofed and edited, flyers, constant contact blast, newsletters and letters for staff in the Outreach, youth services and adult programming departments.
  - Placed Nov/December adult media orders.
  - Completed monthly staff schedule for both departments.
  - Lead bi-weekly Outreach and YS staff meetings.
  - Planned and with Monica’s assistance ran all adult programming for this month and the upcoming months.

I spent a good portion of January mapping out adult programs through May and meeting with Marsella and Monica to discuss the future of the Adult Services department. Ann has asked us to expand some of our programming to other nights as well as do more outreach- with Marsella and Monica both taking much larger roles in adult services we are really looking forward to having the ability to execute these visions and explore new ideas. January brought a lot of inclement weather that affected our attendance to programs but the wide variety and different days speaks to those changes already beginning to take place.
Bud Hunt, IT Manager

January was a rebuilding and reassembly month, one where we put several large ticket items on the library floor (and to work behind the scenes), and where we assisted in the onboarding of several new staff.

The deployment of our second Game Cube was a significant achievement, though at the end of the month we were still squashing some bugs. As the library underwent some reorganization in January, Library Assistant Natalie Wagner officially joined our team and has been a tremendous asset in the conceptualization and rollout of the new two Game Cube system, improving service and increasing our capacity to collect and share video games with our patrons.

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

- Successfully deployed the new Game Cube and reorganized the video game collection to take advantage of our additional capacity.
- Rolled out and brought fully online a new management control server to better allow for centralized management of public computers and updates.
- Prepared for a significant shift of our anti-virus deployment, as our vendor made significant changes to the way they support non-profit customers.
- Finished the staff and public computer refresh begun in December.
- Assisted in computer and security training for our new circulation team members.
- Rolled out the new software that supports scheduling in the library.
- Worked with one of our e-vendors to arrange a migration from one ebook platform to another while ensuring that our investment in the first platform transitioned.

Programming Statistics

<table>
<thead>
<tr>
<th>January Programming</th>
<th>DATE</th>
<th># PATRONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRENDING NOW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year, New You</td>
<td>1/5/2016</td>
<td>1</td>
</tr>
<tr>
<td>Bingo</td>
<td>1/7/2016</td>
<td>16</td>
</tr>
<tr>
<td>Ereader help</td>
<td>1/11/2016</td>
<td>3</td>
</tr>
<tr>
<td>Kickstart your Health</td>
<td>1/12/2016</td>
<td>14</td>
</tr>
<tr>
<td>Tax News</td>
<td>1/14/2016</td>
<td>3</td>
</tr>
<tr>
<td>Combating Winter Blues/SAD</td>
<td>1/19/2016</td>
<td>6</td>
</tr>
<tr>
<td>I Got Tech thing, help</td>
<td>1/25/2016</td>
<td>4</td>
</tr>
<tr>
<td>Yoga for the New Year</td>
<td>1/26/2016</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>56</td>
</tr>
<tr>
<td>BOOK CLUBS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td>10</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>TOTAL FOR ALL</td>
<td></td>
<td>72</td>
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</table>
**Coming up in February**

**Adult Programming**

Happy Bookers  
Remember When Valentines  
Learn WordPress  
Treat Yourself Spa Day  
Social Security Options  
We’ll Read Anything Book Club  
Everyday Curries  
Thursday Afternoon Book Club  
Write Your Novel  
VITA Tax Help*

Monday, February 1st @ 6:30pm  
Tuesday, February 2nd @ 6:30pm  
Wednesday, February 3rd @ 6:30pm  
Tuesday, February 9th @ 6:30pm  
Monday, February 15th @ 6:30pm  
Tuesday, February 16th @ 6:00pm  
Mondays, February thru April 19, 7:00-7:00pm

**Little One’s Programming**

Story Explorers Book Club (3 to 5 years)  
Fairy Tale Ball (2 to 6 years)  

Thursday, February 4th and 11th @ 10:00am  
Tuesday, February 9th @ 10:30am and a repeat session on Friday, February 26th @ 4:00pm

**Story Times**

Toddler Tales (birth to 3 years)  
Stories in Severance (2 to 6 years)  
Dance, Rhyme, & Read (3 to 6 years)  
Babies and Books (birth to 15 months)  
Whimsical Wobblers (15 months to 2½ years)  
Y is for Yoga! (3 to 6 years)  
Crafty Tales (3 to 6 years)

Monday mornings @ 10:00am & 10:35am  
Tues. mornings @ 10:00am & 10:35am (at Severance Town Hall)  
Wednesday 9:30am, 10:00am, & 10:30am  
Friday mornings @ 9:30am  
Friday mornings @ 10:00am & 10:45am  
Fourth Tuesday @ 10:00am & 10:45am  
First Saturday of the month @ 10:30am

**Children’s Programming**

Reading Bugs Book Club (6 to 8 years)  
Origami @ 10:00am (6 to 9 years)  
Origami @ 11:15am (6 to 9 years)  
Children’s Author Event: Janet Stevens  
Homeschoolers: Minecraft!

Tuesday, February 2nd and 9th from 3:45-4:45pm  
Saturday, February 13th from 10:00-11:00am  
Saturday, from 11:15am-12:15pm  
Monday, February 29th from 3:30-4:30pm  
Wednesday afternoons from 1:00-3:00pm

**Afterschool Programs~ K-8th welcome**

Weird Science  
Lego Club  
Getting Crafty  
Minecraft!  
Fun Fridays in Severance  
Open Play (Crafts & Tech toys)

Monday afternoons from 3:00-4:30pm  
Tuesday afternoons from 3:00-4:30pm  
Wednesday afternoons from 3:00-4:30pm  
Thursday afternoons from 3:00-4:30pm  
Friday afternoons from 4:00-5:00pm  
1st and 3rd Fridays of every month 3-4:30pm

*(with the exception of Friday, February 19th)*
**Tween Programming**

Wanna Be an Author? (9-15)  
Saturday, February 20th from 10:00-11:30am

Snack Attack (9+)  
Wednesday, February 17th from 6:30-7:30pm

Board Game Night! (ages 8+)  
Thursday, February 11th and 25th from 5:00-7:30pm

*Please note that this is a volunteer led program and is subject to availability*

The Robotics Studio  
Every Thursday from 4:00-5:00pm

***See our website for weekly activities – registration only on 02/11***

**Teen Programming**

Dungeons and Dragons (ages 12+)  
Thursday, February 4th and 18th from 5:00-7:30pm

Teen Video Game Night (teens 13+)  
Wednesday, February 10th from 5:30-7:30pm

Board Game Night! (ages 8+)  
Thursday, February 11th and 25th from 5:00-7:30pm

*Please note that this is a volunteer led program and is subject to availability*

Nerdfighters Hangout: Anti-Valentine’s Day (teens 12+)  
5:00-7:00pm

Wanna Be an Author? (9-15)  
Saturday, February 20th from 10:00-11:30am

Teen Poetry Slam (teens 13+)  
Friday, February 26th from 5:00-7:00pm

The Robotics Studio  
Every Thursday from 4:00-5:00pm

***See our website for weekly activities – registration only on 02/11***

**All Ages/Family Programming**

Ask A Geek  
Mondays thru Thursdays from 6:00-7:00pm

Board Game Night! (ages 8+)  
Thursday, February 11th and 25th from 5:00-7:30pm

*Please note that this is a volunteer led program and is subject to availability*

Clearview Comic Con (all ages)  
Friday, February 19th from 5:00-8:00pm
### Year to Date

<table>
<thead>
<tr>
<th></th>
<th>2013 Actual</th>
<th>2014 Actual</th>
<th>2015 Actual</th>
<th>2016 Goal</th>
<th>2016</th>
<th>% vs '15</th>
<th>2016 % vs. 2015</th>
<th>2016 % of 2016 Goal</th>
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<td><strong>People Served</strong></td>
<td>241,934</td>
<td>246,018</td>
<td>279,147</td>
<td>287,520</td>
<td>24,899</td>
<td>31%</td>
<td>24,899 31%</td>
<td>9%</td>
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<td><strong>Program Attendance</strong></td>
<td>22,717</td>
<td>30,700</td>
<td>41,936</td>
<td>42,775</td>
<td>3,834</td>
<td>37%</td>
<td>3,834 37%</td>
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<tr>
<td><strong>Items Borrowed</strong></td>
<td>307,016</td>
<td>322,391</td>
<td>346,199</td>
<td>356,585</td>
<td>28,200</td>
<td>14%</td>
<td>28,200 14%</td>
<td>8%</td>
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<tr>
<td><strong>Computers and Technology</strong></td>
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<td>Computer Users</td>
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<td>5,881</td>
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<td>8,020</td>
<td>547</td>
<td>-9%</td>
<td>547 -9%</td>
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<td>Sessions</td>
<td>18,933</td>
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<td>22,209</td>
<td>22,875</td>
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<td>Wifi Use</td>
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<td>5,700</td>
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<td>46%</td>
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<td><strong>The Virtual Library</strong></td>
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<td>Borrowers</td>
<td>5,935</td>
<td>7,928</td>
<td>9,736</td>
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<td>18%</td>
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<td>Ebooks Borrowed</td>
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<td>12,252</td>
<td>16,333</td>
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<td>34%</td>
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<td>Other ematerials</td>
<td>9,033</td>
<td>31,008</td>
<td>36,603</td>
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<td>Database Searches</td>
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<td>16,282</td>
<td>16,770</td>
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<td>6,813 1108%</td>
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<td>Homepage Visitors</td>
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<td>238,418</td>
<td>237,296</td>
<td>244,415</td>
<td>23,624</td>
<td>6%</td>
<td>23,624 6%</td>
<td>10%</td>
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### People Served

![Graph of People Served](image)

### Program Attendance

![Graph of Program Attendance](image)
WiFi Users

Virtual Borrowers

E-book Circulation
## Clearview Library Fund Balances
### January 31, 2016

<table>
<thead>
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<th>Bank and Fund Statements</th>
<th>Balance Sheet</th>
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<tr>
<td></td>
<td>December</td>
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<tr>
<td>Operating</td>
<td></td>
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<tr>
<td>Bank of Colorado</td>
<td>0.00%</td>
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<tr>
<td>Colo Trust Operating 8003</td>
<td>0.13%</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>General Reserve</td>
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<tr>
<td>Colorado East Bank CD</td>
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<td>Colo Trust General Fund 8005</td>
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<td>Capital Reserve</td>
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<tr>
<td>Colo Trust Capital 8001</td>
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<td>Long-Term Building</td>
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<tr>
<td>Farmers Bank Money Market</td>
<td>0.50%</td>
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<tr>
<td>Colo Trust LT Building 8004</td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td>Total</td>
<td>$2,945,351</td>
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### Weld County Tax Distribution for Jan deposited in Feb

- General Property Tax Revenue: Jan, $29,013
- Specific Ownership: Jan, $10,202
- Interest on Delq taxes/other: Jan, $0
- Treasurer's fees: Jan, ($435)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
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<tbody>
<tr>
<td>Total</td>
<td>$38,780</td>
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### Cash On Hand

![Cash On Hand Graph]

K$ vs. Month:
- Act'16
- Est'16
- Act'15

C:/Users/annk/Documents/Board Meetings/2016 Board Meetings/February/CopyJan 2016 Treasurer's Report new

2/19/2016
# Clearview Library District

## Revenue and Expenditures

**January 2016**

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan 16 Actual</th>
<th>2016 Actual</th>
<th>2016 Budget</th>
<th>% of budget Used</th>
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<tbody>
<tr>
<td>General property tax</td>
<td>29013</td>
<td>29013</td>
<td>2243256</td>
<td>1%</td>
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<tr>
<td>Other revenue</td>
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<td>3274</td>
<td>35000</td>
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</tr>
<tr>
<td>Specific ownership tax</td>
<td>10202</td>
<td>10202</td>
<td>140000</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Revenue Total</strong></td>
<td><strong>42489</strong></td>
<td><strong>42489</strong></td>
<td><strong>2418256</strong></td>
<td><strong>2%</strong></td>
</tr>
</tbody>
</table>

### Expense

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan 16 Actual</th>
<th>2016 Actual</th>
<th>2016 Budget</th>
<th>% of budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookmobile costs</td>
<td>1122</td>
<td>1122</td>
<td>24500</td>
<td>5%</td>
</tr>
<tr>
<td>Building costs</td>
<td>5782</td>
<td>5782</td>
<td>86000</td>
<td>7%</td>
</tr>
<tr>
<td>Capital outlays</td>
<td>299</td>
<td>299</td>
<td>195000</td>
<td>0%</td>
</tr>
<tr>
<td>County treasurer's fee</td>
<td>435</td>
<td>435</td>
<td>33649</td>
<td>1%</td>
</tr>
<tr>
<td>Electronic Databases</td>
<td>891</td>
<td>891</td>
<td>10000</td>
<td>9%</td>
</tr>
<tr>
<td>Materials/periodicals</td>
<td>19470</td>
<td>19470</td>
<td>227500</td>
<td>9%</td>
</tr>
<tr>
<td>Operating supplies</td>
<td>398</td>
<td>398</td>
<td>25000</td>
<td>2%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>5015</td>
<td>5015</td>
<td>202523</td>
<td>2%</td>
</tr>
<tr>
<td>Programming</td>
<td>1865</td>
<td>1865</td>
<td>38000</td>
<td>5%</td>
</tr>
<tr>
<td>Public relations</td>
<td>90</td>
<td>90</td>
<td>40000</td>
<td>0%</td>
</tr>
<tr>
<td>Related expenses</td>
<td>22217</td>
<td>22217</td>
<td>320949</td>
<td>7%</td>
</tr>
<tr>
<td>Salaries</td>
<td>84309</td>
<td>84309</td>
<td>1143138</td>
<td>7%</td>
</tr>
<tr>
<td>Software/tech support</td>
<td>3039</td>
<td>3039</td>
<td>70000</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Expense Total</strong></td>
<td><strong>144934</strong></td>
<td><strong>144934</strong></td>
<td><strong>2416259</strong></td>
<td><strong>6%</strong></td>
</tr>
</tbody>
</table>

### Net Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Jan 16 Actual</th>
<th>2016 Actual</th>
<th>2016 Budget</th>
<th>% of budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>-102445</strong></td>
<td><strong>-102445</strong></td>
<td><strong>1997</strong></td>
<td><strong>-5130%</strong></td>
</tr>
</tbody>
</table>
CALL TO ORDER- The meeting was called to order by Board Member Whittington at 5:31 pm.

Guest-Kevin Jenson

PUBLIC INPUT- None

REVIEW OF AGENDA- New Staff introductions, and motion to approve the Minors in the Library Policy were moved to the top of the agenda.

DIRECTOR’S REPORT- Reviewed
COMMUNICATION- None
MONTHLY STATISTICS- Reviewed

TREASURER’S REPORT- Reviewed

PERSONNEL COMMITTEE REPORT- Adult programming librarians were interviewed and one interviewee was offered the position, and has accepted the offer. One Customer Service Specialist was hired for Outreach and a replacement was hired. Two additional shelvers were also hired.

FUTURE PLANNING COMMITTEE REPORT- Gave a report on the Mindbreaking meeting that occurred on 2/24/16. The committee reported on latest developments in planning.

FOUNDATION REPORT- None

OLD BUSINESS
Strategic Planning Update- The committee met and updated the Board on what was discussed and plans for future meetings.
Attorney Selection- A motion was made by Board Member Davis and seconded by Board Member Perko to offer to hire attorney Jeremy Rose to represent the library upon the conclusion of his term as Town Board Member, with the knowledge that the Board will hire Seter, Vander Wall P.C., when the library needs help with potential bond issues. Motion was passed without opposition.
Board Training, Fundraising and Tabor- Speakers were found to speak on fundraising in March. May meeting will be focused on Tabor, a speaker has been found.

NEW BUSINESS
Approve bid for glass doors for the quiet area- A motion was made by Board Member
Perko, and seconded by Board Member Brotsky, to accept the bid to install the glass walls to create the quiet area. Motion passed without opposition.

Meet new Staff, Customer Service Specialists- Met at the beginning of the meeting.

Approve Minors in the Library- Ally Garcia presented the new Minors in the Library policy. The Board Members made suggestions for revisions. A motion was made by Board Member Davis to approve the new Minors in the Library Policy, with edits and subject to review by the lawyer. The motion was seconded by Board Member Brotsky. Motion passed without opposition.

Joint Board Meeting – Monday, May 16th, 5:00 pm. School District.

CONSENT AGENDA- A motion was made by Board Member Perko to accept the consent agenda, seconded by Board Member Brotsky. Motion passed without opposition.

UPCOMING AGENDA
-Annual Report
-Fundraising

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

ADJOURN- A motion was made by Board Member Davis and seconded by Board Member Brotsky to adjourn. Motion passed without opposition. Meeting adjourned at 6:45 pm.

Next Board Meeting Thursday, Mar. 31, 2016, 5:30 PM