



LIBRARY BOARD MEETING Thursday, May 31, 2018, 5:30pm – Minutes

CALL TO ORDER The meeting was called to order at 5:32pm by Joann Perko

ATTENDING: Ann Kling, Bruce Florquist, Ian Whittington, Jeremy Rose, Catherine Davis, Rochelle Brotsky, Joann Perko

EXCUSED ABSENCES: Bev Scheer, Katie Scherer, David Sislowksi,
ABSENCES: Christopher Perkins

PUBLIC INPUT: There was no public input

REVIEW OF AGENDA: Approved

DIRECTOR'S REPORT:

Summer Adventure Program is off to a great start, with many people signed up already. Battle of the Books has out grown the library meeting room due to large attendance.

Statistics: Generally in line with where they should be for the year.

TREASURER'S REPORT: Submitted by Ian Whittington. Motion to approve by Catherine Davis. Second by Rochelle Brotsky. Passed Unanimously

PERSONNEL COMMITTEE REPORT: Two Customer Service Representatives have left and two shelvers were promoted to fill those positions.

FRIENDS AND FOUNDATION REPORT

Sarah Walsh is working hard on fundraising.

Books and Brews was a successful event and there is another one planned.

There was a canvassing meeting last night.

Laura Pritchett is coming up June 23rd.

FUTURE PLANNING COMMITTEE REPORT

REPORT OF THE LIAISONS

Town of Severance Report: Hiring new police officers.

School Liaison: There will be a new school liaison soon.

OLD BUSINESS

Jeremy Rose presented the First Reading of the Amended By-laws. They have been cleaned up and were submitted as a draft. Next month we will have a second reading.

Update on the Storage Shed

The school district will have an opportunity to comment as well as the public at the Planning Commission meeting on June 20th and on June 25th at the Town Board meeting.

NEW BUSINESS

Discussion ensued about the proposed revised Donation Policy. Move to approve the Donation Policy made by Catherine Davis. Second by Ian Whittington. Approved unanimously.

Update on the USDA Application

It was submitted on May 30th. Today the Director had to send letters to Native American tribes. The tribes have 30 days to comment.

Resolutions pertaining to USDA Application

We had to have a Bond Counsel as part of the process. Jeremy Rose gave a recommendation of a company to work with. Discussion about using a bond instead of a Mill Levy increase.

Move to approve the Resolution for Bond Counsel made by Ian Whittington. Second by Rochelle Brotsky. Approved unanimously.

Approve Procurement Policy

Move to approve the Procurement Policy made by Ian Whittington. Second by Catherine Davis. Passed Unanimously.

Approve Conflict of Interest Policy

Move to approve Conflict of Interest Policy for the Board made by Ian Whittington. Second by Catherine Davis. Passed Unanimously.

UPCOMING AGENDA

Second Reading of Amended By-Laws

Annual review of investments

Holiday Closures

Move to approve minutes made by Ian Whittington. Second by Joann Perko. Passed unanimously.

Move to adjourn at 6:21pm made by Ian Whittington. Second by Joann Perko. Passed Unanimously

Next Board Meeting Thursday June 28, 2018, 5:30pm



LIBRARY BOARD MEETING Thursday, May 31, 2018, 5:30pm – Agenda

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

Building Design Committee Report

Communications Committee Report

Finance Committee Report

REPORTS OF THE LIAISONS

OLD BUSINESS

First Reading of the Amended By-laws (Information)

Update on the Storage Shed (Information)

NEW BUSINESS

Approve the revised Donation Policy (Action)

Update on the USDA Application (Information)

Resolutions pertaining to USDA Application

Bond Counsel (Action)

Approve Procurement Policy (Action)

Approve Conflict of Interest Policy (Action)

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN

Next Board Meeting Thursday, June 28, 2018, 5:30pm.



DIRECTOR'S REPORT

LIBRARY BOARD MEETING Thursday, May 31, 2018

The Library Staff was busy wrapping up the school year and preparing for the Summer Adventure Program, which starts, Monday, May 21. There will be a children's programming break the week of May 14.

To celebrate National Library Week, the Library held Spirit Week, encouraging staff and customers to dress in a different theme each day: Twins, Decades, Pajama, Library Logo, and Crazy Hair.

Library Board President Joann Perko, Library Board Treasurer, Ian Whittington and Foundation member, Jenny Whittington and the Whittington children helped the Windsor Rotary Club and the Windsor Tree Board and Town of Windsor's staff plant 20 trees in Main Park on a snowy, cold April 21st. The Windsor Rotary Club paid for the trees.

Key stakeholders have begun meeting with Katie VanMeter to develop a marketing plan for the Library District. The committee is composed of Library Administration, Library Board Members and Foundation and Friends members.

Coffee with the Library Director was held on Wednesday, April 25th at Coffee House 29. One interested member of the community attended.

The Library Director attended the Library Journal Design Institute in Salt Lake City on Thursday, April 26 and Friday, April 27. It was a great opportunity to visit some of the newer libraries in Salt Lake area and to meet with other libraries who are working on or dreaming of new libraries.

Monthly Reports of the Managers, Supervisor and Foundation Director

Adult Services, Children's Service and Outreach — Apr. 2018

Casey Lansinger, Public Services Manager (Adults, Teens, Children and Bookmobile)

Overview:

As is always the case in April, staff spent much of their time working at end-of-the-school-year programs and events, as well as working toward the Summer Adventure Program. With an earlier start date, we met regularly to plan Summer Adventure Program and be ready for the first day on May 21.

Adult Services & Programming

- Our newest Adult Programming Assistant, Kali, talked to a woman from Loveland at the Mosaic Coaster program in April. The woman told her she always comes to Clearview - even though she's much closer to Loveland Library - because she and her daughter love the atmosphere here, as well as the variety of programs we offer. We just love hearing this.
- The Rocky Mountain Raptor program in April was a huge success. Fifty adults and children showed up and the presenter did a phenomenal job interacting with the crowd and live animals. (Though we will need to remind parents to keep a closer eye on little children during events like this).
- The seminar on small business resources - a partnership between the Library, Windsor Chamber of Commerce, and SBDC, was a great success and generated great discussion among local business owners. Jennifer did an impressive job touting our many resources and received several compliments afterward from attendees.

Bookmobile / Outreach

- In April, the Bookmobile was taken to MaxAir in Englewood for an HVAC diagnosis. Stops needed to be cancelled for two days for this. The diagnosis found that both compressors needed to be replaced. An appointment was made for mid-May.
- Monica Gould had an eventful outreach storytime in April at KinderCare. During her storytime there was a tornado drill. Everyone (including 18 littles and 2 adults!) had to gather in the tiny bathroom and stay put until the drill was over. Monica kept reading during the drill, which had a calming effect on the kiddos that were starting to get nervous.
- Kat Sharp visited several School Literacy/P.E. Nights in April. Kat says, "These are always feel-good programs for me because I am reminded how much so many of the students love the library. Our library seems like a natural fit at these events, and that's really important in my view because it serves as affirmation to families and school staff that Clearview is here to support everyone as they progress through school and beyond."

Youth Services & Programming

- Karen Deane hosted a very successful Reading Bugs series throughout April, featuring *Fortunately, The Milk* by Neil Gaiman. Crafts this time around included a flying saucer, an alien, a wumpire puppet, and a stegosaurus. During their fourth week, the group made an erupting volcano (which was a big hit, naturally). She had 67 attendees throughout the course of the series.
- Resa Mai prepared for Battle of the Books by serving as the emcee at Severance Middle School's Battle of the Books practice competition. She implemented the real thing here at the Library on April 21 to great success. In total nine teams competed, 49 students participated, and 201 people attended. It is one of her favorite events all year long, and continues to grow in popularity and size.

Teen Programming & Services

- Amy McFadden offered a new NERF Battle program in April to great success. Those that attended had a fantastic time and requested we offer this program again. We have planned a few more battles throughout the summer. Though it differs somewhat from our other teen programs that incorporate an element of creating or crafting, this program challenges teens to think strategically, while doing something fun.
- Amy continues to attend the Teen Dances at Windsor Community Rec Center. She sets up a table with literature from the Library, items to check out, and a quick activity. In April, she saw 96 teens.

Casey's Managerial Duties and Professional Development Activities

- Cari Borchert and I completed three total interviews for the available Substitute Outreach Driver position. At that time, we did not make a recommendation to hire anyone. We are still looking at applicants as of mid-May.
- Participated in Spirit Week during April 9th - 13th, along with most of the rest of our staff. Spirit Week was a new endeavor for our Library and was our way of celebrating National Library Week, along with our community.
- Along with the Advocacy Team, we had our first meeting with Katie Van Meter in April.
- Met with the rest of the Summer Expo team to debrief our incredibly popular first Summer Enrichment Expo event. We all agreed to continue this event next year, with very few tweaks to the event overall.
- On behalf of Optimist Club, I helped our Club President interview High School students for our annual scholarship.

IT/Technical Services – Apr. 2018

Bud Hunt, IT Manager

Our requests for funds from Universal Service were successful, as we discovered when we received our funding commitment letters for 2018. The universal service funds will offset our expenses by a little more than \$17,000 during fiscal year 18. This represents a 50 percent match in funds for our investments in mobile data access for the Bookmobile, library Internet access and speed improvements, and internal switch upgrades to support our move to a 1 GB Internet connection at the library.

We are experiencing customer service issues with our current copier provider, and will continue to work to address those, though patrons are not seeing any service issues or interruptions at this time.

I attended the Colorado Interlibrary Loan Conference this month, held at CSU. Our team's Natalie Wagner was one of the organizers of the event, and has developed a reputation state-wide as a leader in ILL practices and sharing of information. She represented the library well at this event, which drew ILL folks from around the state together for two days of sharing and learning together. Well done, Natalie!

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

- Committed to 2018 Universal Service funding
- Explored new options for ILL processes and tools
- Attended and supported the 2018 ILL Conference
- Continued to support the Friends & Foundation through work on their growing website

Interlibrary Loan Statistics – Apr. 2018

	SWIFT	ILL	Total
ILL's Borrowed	131	40	171
ILL's Returned	150	24	174
ILL's Lending	21		
CLD ILL's Lending	0		
ILL's Returned	31		
CLD ILL's Returned	0		52
Courtesy Received	30		
Courtesy Returned	54		84
Weldre4 Received	5		
Weldre4 Returned	0		5
		Total Courier:	486

Circulation Services – Apr. 2018

Nathan Triz, Circulation Supervisor

Highlights:

- In April we had lots of great interactions with our library patrons of all ages! Lots of thank you's, treats, cards, etc... to recognize the library staff for National Library Week. Smiling faces, high-fives, and laughter abound in the library as of late and we are working on ways to continue to WOW patrons with the sense of 'magic and wonder'.

Department Projects:

- Chelsey Dorsey updated the "Hey, don't shelve" signage that was falling apart.
- Chelsey worked with Casey on setting up a table for National Library Week where patrons could write what they love about the library on card catalog style cards that were displayed in the library.
- Chelsey made a book stack themed for "Spring".
- Kelsey Moore helped putting up and taking down wall in small meeting room every Friday through April for Reading Bugs club.

Department Displays:

- Chelsey did a micro display at the end of mysteries that featured the gemstone of the month: Diamonds (books with Diamond in the title).
- Aimee Moore themed the book ends from Fiction across Mystery to be rainbow-cluster colored.
- Kelsey put together a book display at the end of mysteries to correspond with the H20 Art Show going on at the Arts and Heritage museum.

- Continued '1,001 of Everything book stack', 'National Geographic nonfiction DVDs', 'Colorado musicians', 'Black and White and Read all over', and 'Batman, Avengers, Walking Dead' micro displays.

Staff Development:

- Aimee, Katie Larson, and Chelsey attended all day "Customer Service is Everybody's Job" workshop in Boulder on 4/5.
- We said goodbye to Customer Service Specialist Stephanie Renz on 4/4 who decided to spend more time at home with family.
- Customer Service Specialist Meetings:
 - Heard highlights from Aimee and Chelsey on what they learned at the customer service workshop with focus on customer service philosophy and training
 - Most important step in customer service is the greeting - GEPET (greet every person every time) - that's when the service to the customer begins
 - Prepping for summer and Summer Adventure Program.

Circulation Supervisor's Additional Side Projects:

- Helped fill in at help desk a lot this month while down Stephanie and covering time-off and sick time.
- Re-did the layout of all circulation information in the workroom to be more efficient and useful for staff.
- Worked with Resa Mai and Amy McFadden on planning upcoming video game nights.

Library Friends and Foundation – Apr. 2018

Sarah Walsh, Consultant to the Foundation

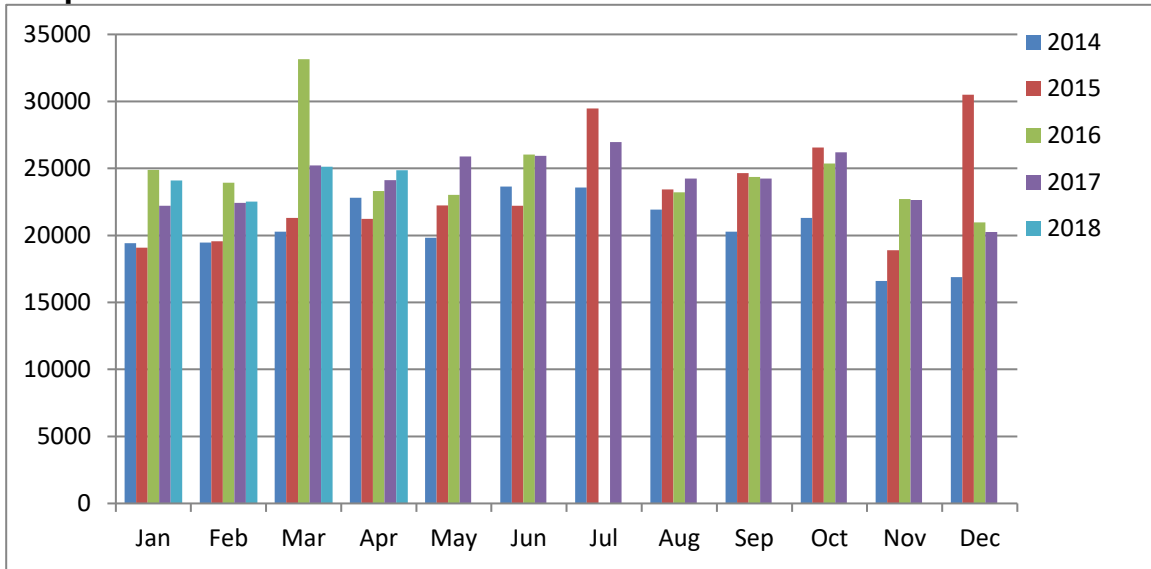
Thank you to all Friends and Foundation Board Members who donated to the Library. You have reached 100% board participation. Joann Perko and Joyce Johnson have moved on to phase two of the 2018 development plan. They are calling potential donors who have received their solicitation letters and asking for library support. All Board members are invited and encouraged to be part of the letter campaign. The Friends and Foundation has received 30 donations year-to-date.

A Board Retreat to which Library Board members have been invited will be held at the Windsor Severance Library on Thursday evening, May 17, at 5:30.

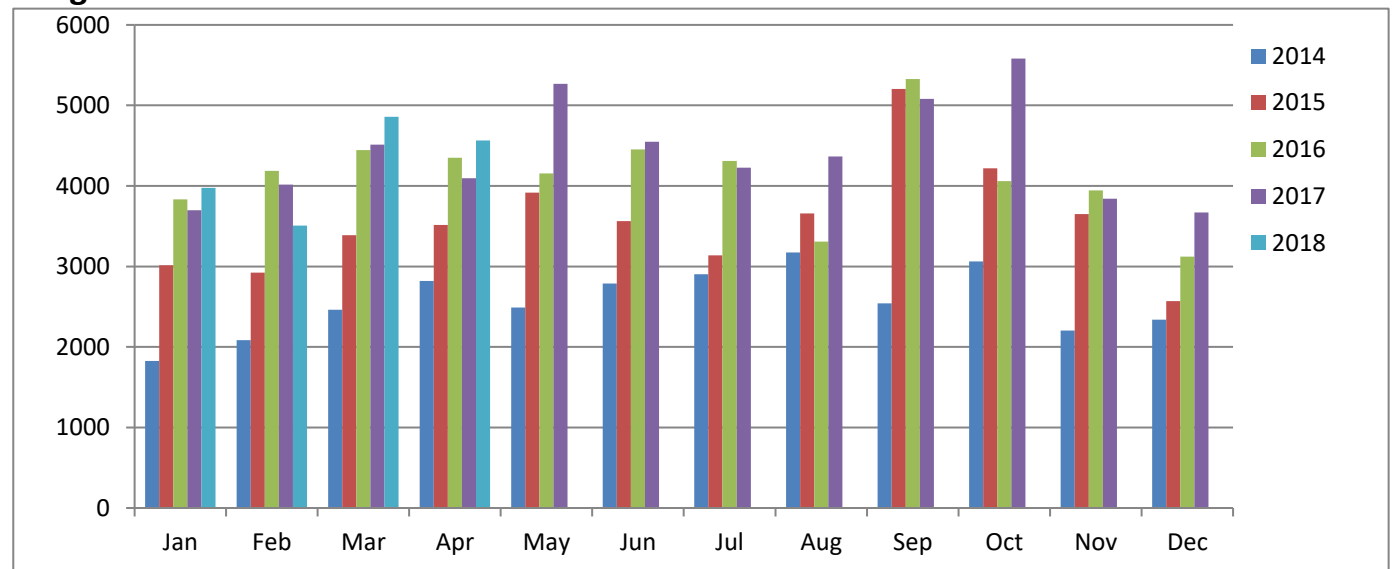
April at the Clearview Library District

		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Current Month</u>		<u>Year to Date</u>		
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>2018</u>	<u>% vs '17</u>	<u>2018</u>	<u>% vs.</u>	<u>% of</u>
									<u>2017</u>	<u>18 Goal</u>	
People Served		246,018	279,147	270,986	290,330	304,845	24,868	3%	96,633	3%	32%
						5%					
Program Attendance		30,700	41,936	49,505	52,905	54,490	4,563	11%	16,906	4%	31%
						3%					
Items Borrowed		322,391	346,199	350,689	361,874	379,965	29,117	-1%	115,171	-3%	30%
						5%					
Computers and Technology											
	Computer Users	5,881	7,785	7,181	7,197	7,340	544	-6%	2,247	-2%	31%
						2%					
	Sessions	22,192	22,209	21,397	22,873	23,560	1,796	0%	7,594	7%	32%
						3%					
	Wifi Use		5,430	7,269	8,396	8,815	709	-8%	2,689	-9%	31%
						5%					
The Virtual Library											
	Borrowers	7,928	9,736	10,611	11,401	11,970	1,167	33%	4,586	31%	38%
						5%					
	Ebooks Borrowed	12,252	16,333	16,734	16,526	17,350	1,479	12%	6,041	8%	35%
						5%					
	Other ematerials	31,008	36,603	35,529	52,730	58,000	4,827	14%	20,535	27%	35%
						5%					
	Database Searches	13,928	16,282	30,123	34,280	35,995	1208	-81%	5,946	-70%	17%
						5%					
	Homepage Visitors	238,418	237,296	228,114	235,095	246,850	19,460	10%	79,740	5%	32%
						5%					

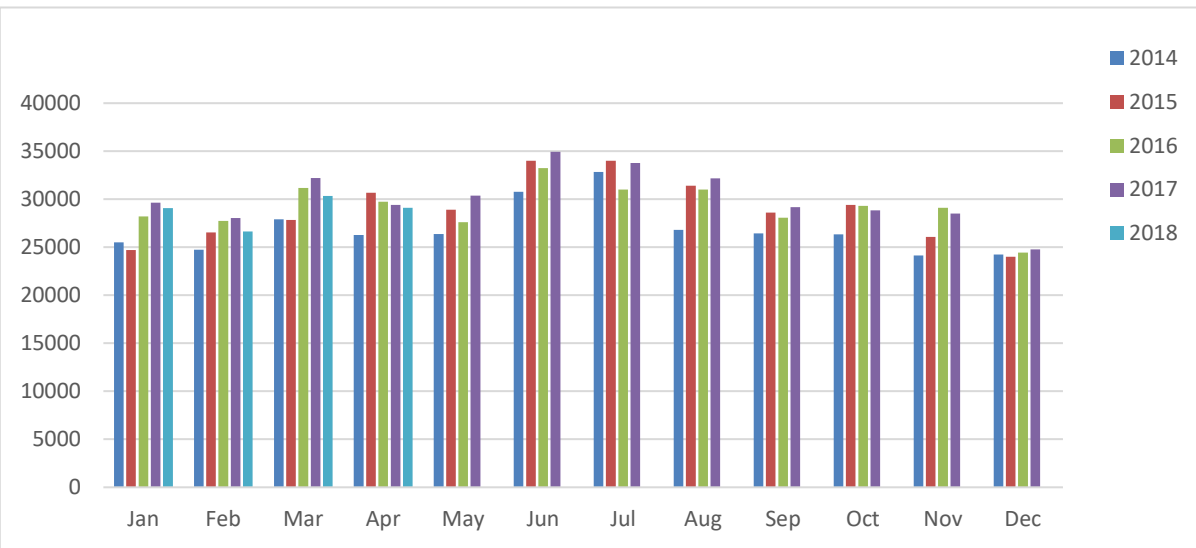
People Served



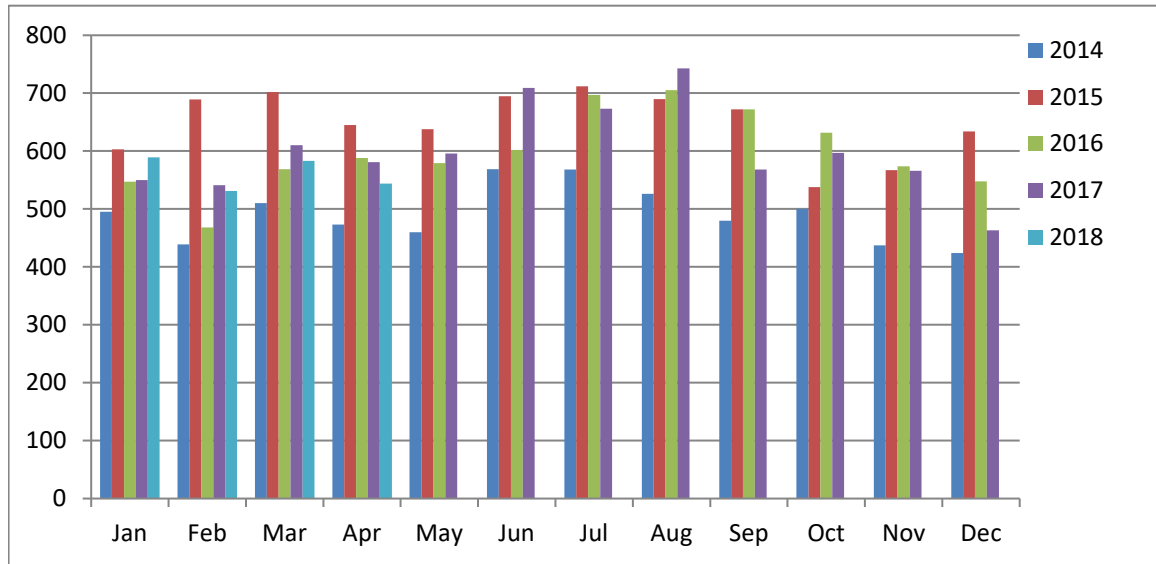
Program Attendance



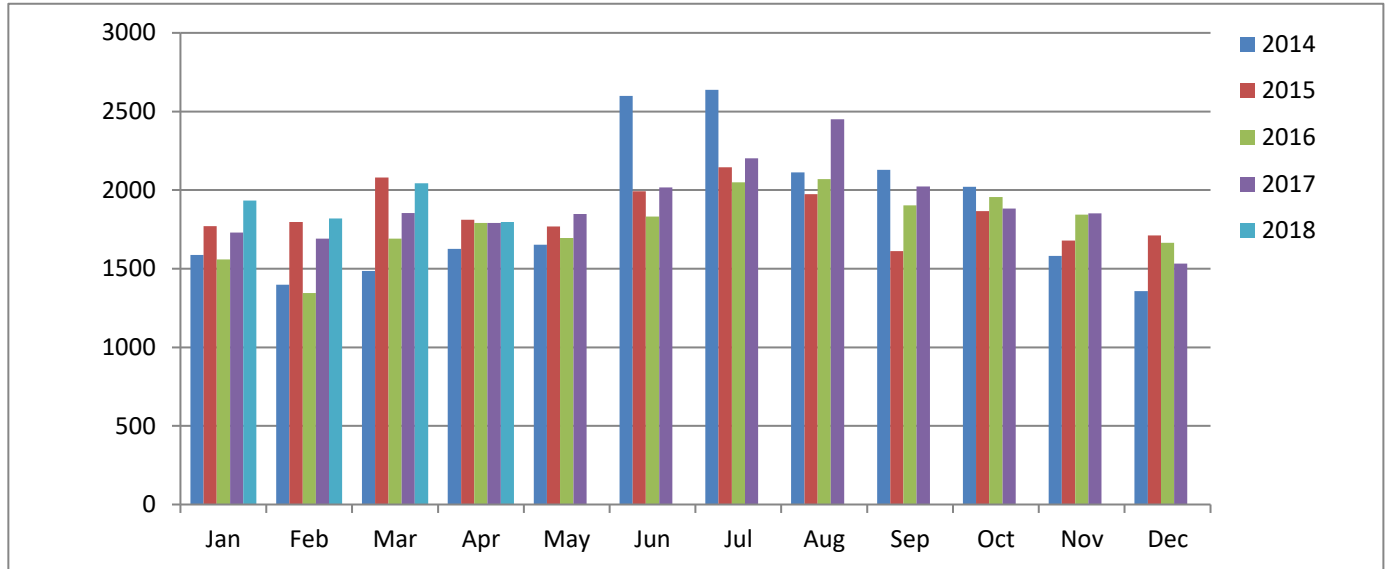
Items Borrowed



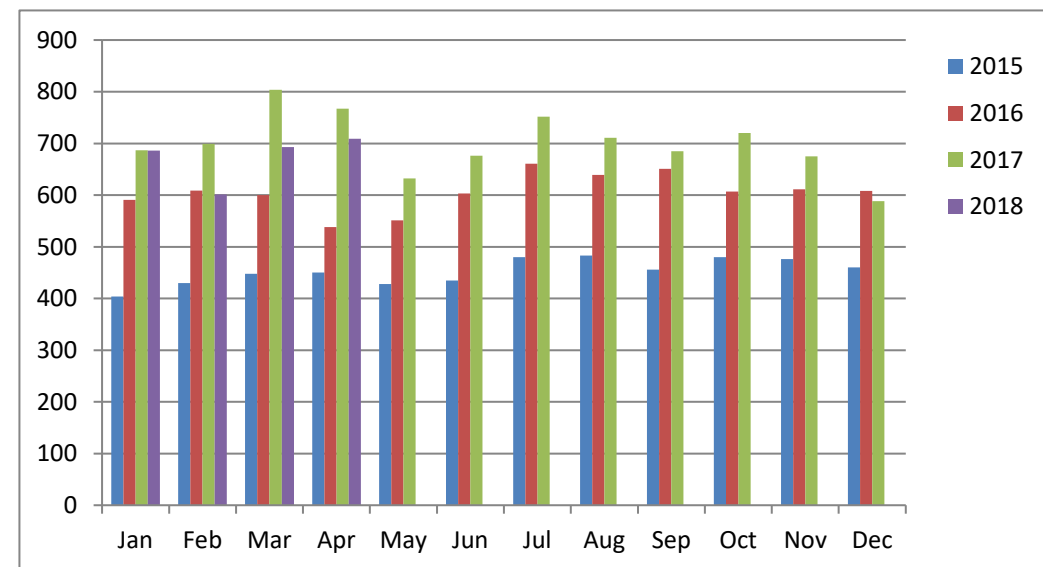
Computer Users



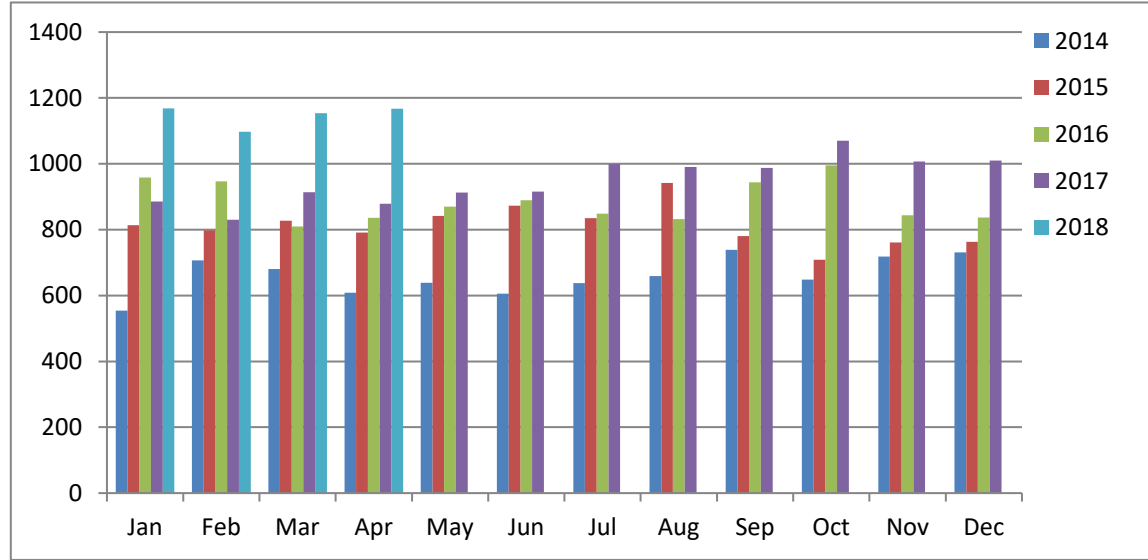
Sessions



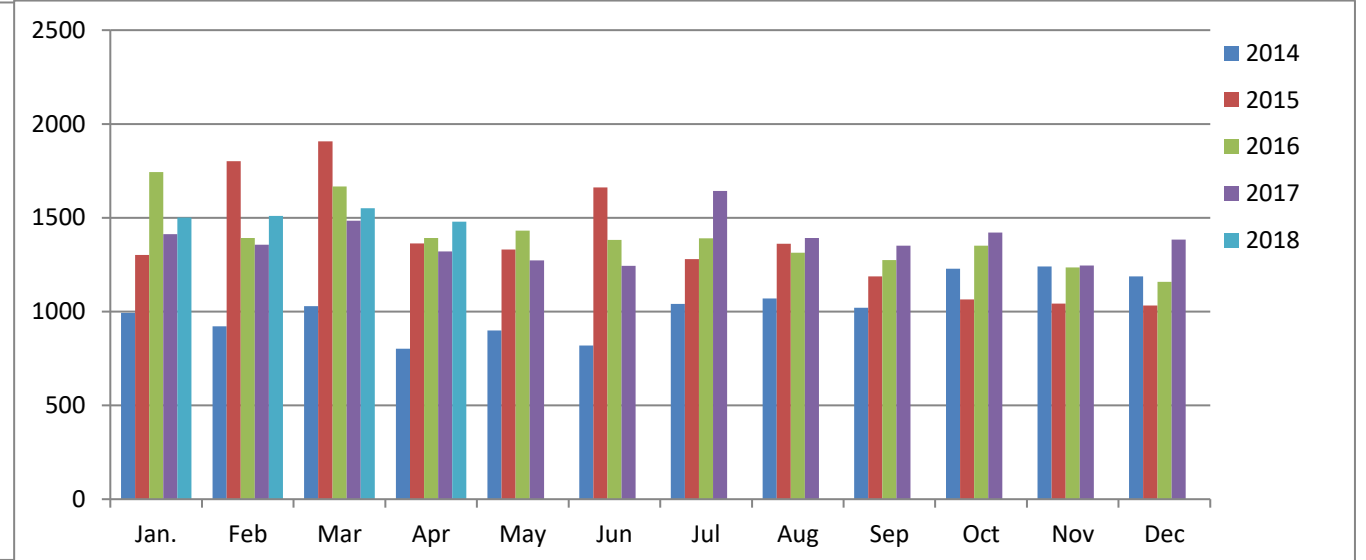
WiFi Users



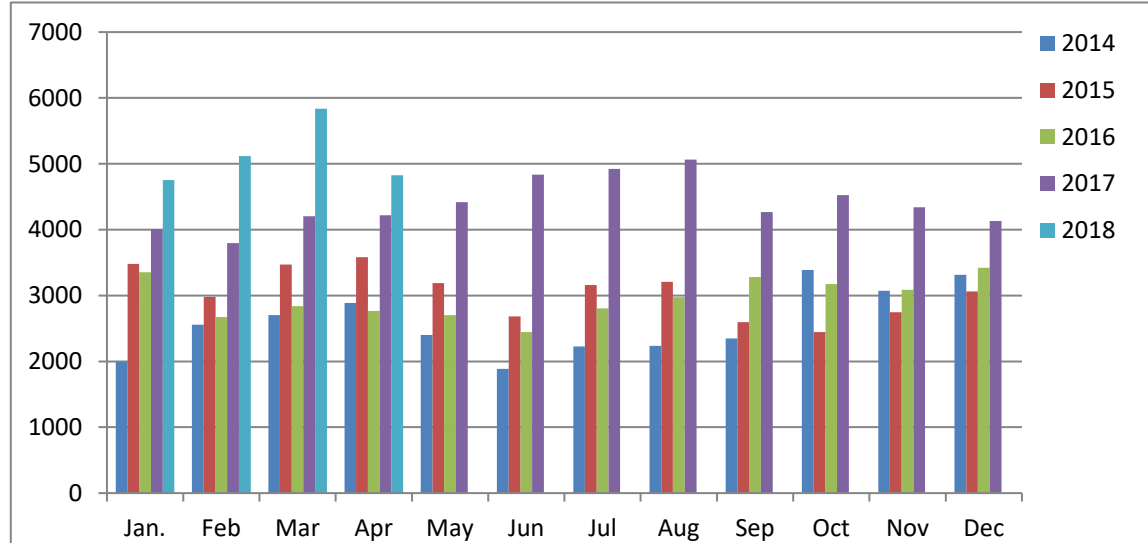
Virtual Borrowers



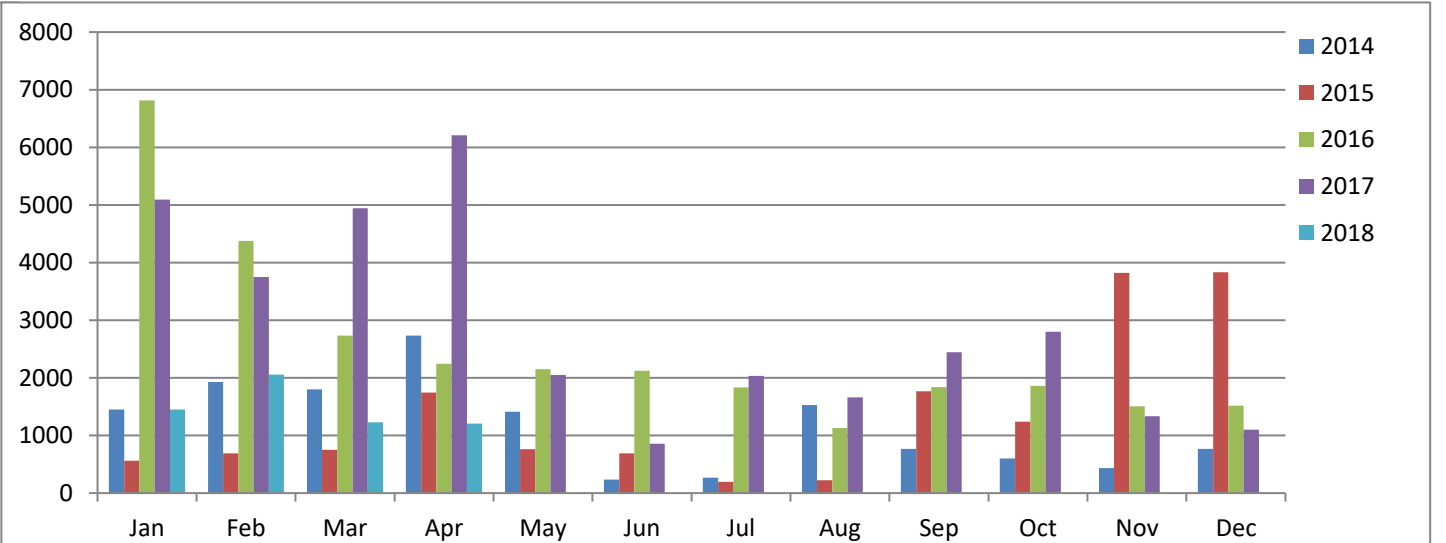
E-book Circulation



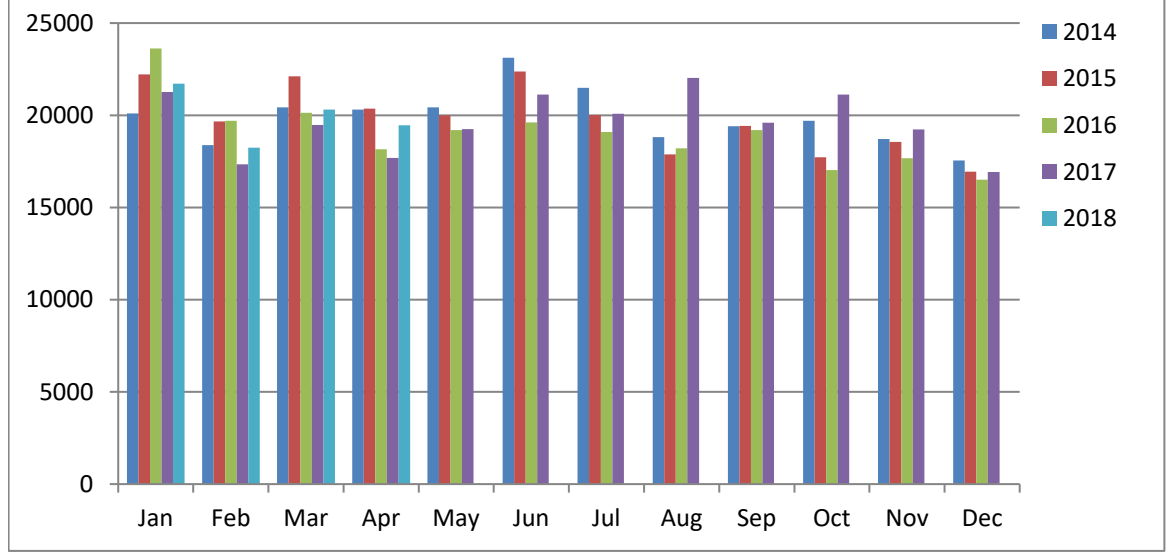
Other E-materials



Database Searches



Homepage Visits





Clearview Library Fund Balances

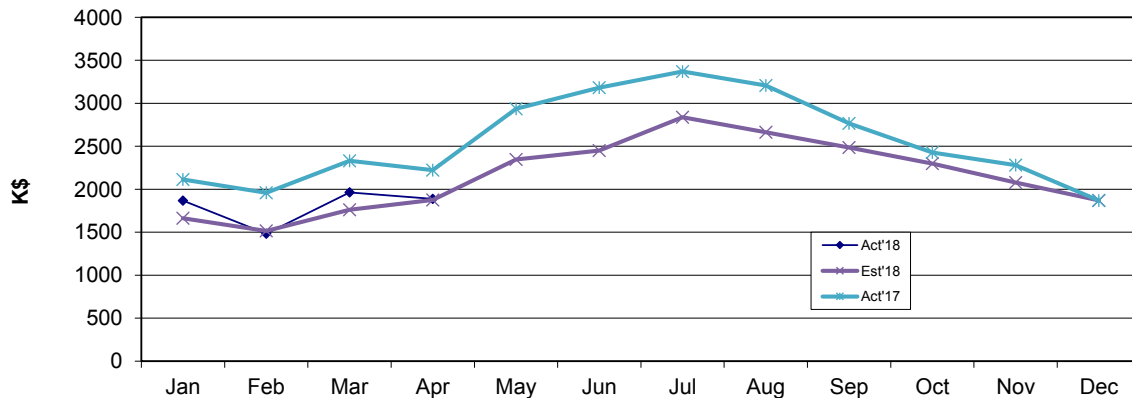
April 30, 2018

		Bank and Fund Statements			Balance Sheet
		Mar	Interest, Purch, Redemp, Checks	Apr	Apr
<u>Operating</u>					
Bank of Colorado	0.00%	\$170,173	\$10,042	\$180,215	\$176,731
Colo Trust Operating 8003	1.51%	\$657,844	(\$101,523)	\$556,321	\$556,321
		\$828,017	(\$91,481)	\$736,536	\$733,052
<u>General Reserve</u>					
Colostrust General Fund 8005	1.51%	\$648,070	\$1,042	\$649,112	\$649,112
		\$648,070	\$1,042	\$649,112	\$649,112
<u>Capital Reserve</u>					
Colo Trust Capital 8001	1.51%	\$208,233	\$335	\$208,568	\$208,568
<u>Long-Term Building</u>					
Farmers Bank Money Market	95.00%	\$236,895	\$188	\$237,083	\$237,083
Colo Trust LT Building 8004	1.51%	\$58,989	\$95	\$59,084	\$59,084
		\$295,884	\$283	\$296,167	\$296,167
Total		\$1,980,204	(\$89,821)	\$1,890,383	\$1,886,899

Weld County Tax Distribution for Apr deposited in May	\$773,401
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General Property Tax Revenue	Apr	771214.16
Specific Ownership	Apr	13747.44
Interest on Deliq taxes/other	Apr	7.58
Treasurer's fees	Apr	-11568.33
		\$773,401

Cash On Hand



Clearview Library District

Revenue and Expenditures

April 2018

Row Labels	Apr 18 Actual	2018 Actual	2018 Budget	% of Budget Used
Revenue				
General property tax	771214	1557240	2,497,016	62.36%
Other revenue	4606	19427	63,282	30.70%
Specific ownership tax	13747	55450	170,000	32.62%
Revenue Total	789568	1632117	2,730,298	59.78%
Expense				
Bookmobile costs	604	6473	17,000	38.08%
Building costs	6133	28990	96,900	29.92%
Capital outlays		84631	75,000	112.84%
County treasurer's fee	11568	23366	37,457	62.38%
Electronic Databases	1267	5048	17,000	29.69%
Materials/periodicals	19093	74930	260,500	28.76%
Operating supplies	3043	8490	35,000	24.26%
Other Expenses	9276	41922	283,975	14.76%
Programming	6441	14352	51,000	28.14%
Public relations	1172	2158	60,000	3.60%
Related expenses	26977	104104	358,741	29.02%
Salaries	108100	413496	1,332,733	31.03%
Software/tech support	4866	29917	104,650	28.59%
Expense Total	198541	837877	2,729,956	30.69%
Net Income	591026	794241	342	232234.15%