

Clearview Library District Annual Report 2016



Clearview Library District
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Executive Summary

The most exciting thing to happen in the Clearview Library District in 2016 was the purchase of land on east Main St. and Greenspire Drive in Windsor as the future home of an expanded library for a growing community.

The Library District increased programming in Severance adding activities for very young children and STEAM programming for older children.

STEAM programming was also increased at the Windsor Severance Library and in the RE4 schools.

In order to meet the growing population of young children in the Library District, additional story times were added at the Windsor Severance Library.

The addition of Teen Services Librarian meant the Library District had a greater presence at the Windsor High School and the Windsor and Severance Middle Schools, in addition to offering more teen programming at the Windsor Severance Library.

Having an Adult Services Librarian on staff made it possible for the Library Director and the Public Services Manager to concentrate on administrative and planning tasks.

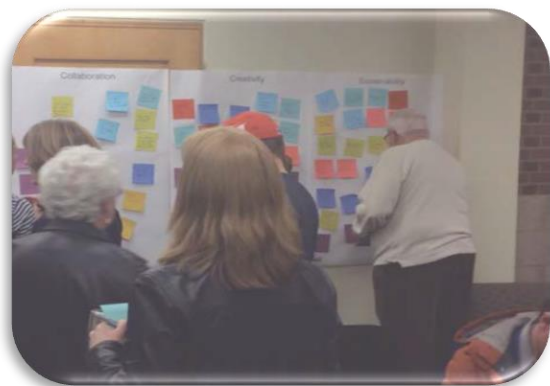
The Library District is growing as rapidly as the towns we serve. It is exciting to see the growth and it also presents challenges to continue to provide services from a building that is bursting at the seams. A new Library for our community will allow the staff to better serve the children, teens and adults.



Administration

In late 2015, the Library Board, the Town of Windsor and the Downtown Development Authority received a matching grant to review 5 properties in Windsor as potential sites for a new library. Humphries-Poli Architects were hired to conduct the feasibility study. The Kick-off meeting with Humphries Poli Architects was held at Town Hall on Wednesday, Jan. 13, 2016. 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 confirmed.

The group met throughout the spring of 2016. Included in those meetings was an on-site visit by Humphries Poli staff at the Windsor Severance Library on Jan. 20th to see the issues in the current library and to hear about the needs and wants for a new building. On Feb. 10th the committee toured the 5 sites.



A mind-breaking session was held for the public on the evening of Feb. 24th. Thirty-five community members viewed a slide show by Dennis Humphries and Ozi Friedrich which highlighted new features in libraries around the world. The participants then had the chance to use post-it notes on poster sheets hung around the room to voice what they liked or disliked about the libraries they saw. There were many good ideas for the new library and also comments about the current library. More public meetings will be held as the project progresses.

Fifteen potential partners met at the Windsor Severance Library on the March 30th. Dennis Humphries facilitated the meeting and received valuable feedback from the attendees. One of the biggest needs voiced was for a large meeting room in the new library to be used by other organizations.

The Feasibility Study was completed in June. The property that rose to the top as the best site to build a new library was the Greenspire property, sometimes referred to as the L-shaped property or the flagpole property. The Downtown site was a close second.

Library Director Kling worked with Library Attorney, Jeremy Rose, to ensure that all steps relating to the purchase of the Main St. property were in order. The title search, survey and a Phase I Site Assessment were completed. The Library District closed on the property on Thursday, Dec. 15, 2017. Library Director Kling, Library Board President, Joann Perko and Library District Treasurer, Ian Whittington were present at the closing.

The next steps were to engage a project manager, a communications consultant and a municipal bond company. Lisa Relou was hired as the Communications Consultant.

The Library Board engaged Singer Associates to conduct a Salary and Benefits Study. Director Kling worked with Tedd Smith of Singer Associates to select libraries and other organizations to compare with Clearview Library District, selected positions to compare and worked on a survey to be distributed in September. The survey resulted in upgraded hourly wages for shelvers, customer service specialists, librarians 1 and 2. The benefits portion of the survey will be addressed in 2017.

On Dec. 8th, the Library Board voted to approve the 2017 budget. The Library District saw an increase in assessed property values which resulted in an increase in revenue. The 2017 budget is \$2,634,276, the highest it has been in the history of the District.

Building

Bud Hunt worked with staff and an office design firm to re-design the furniture and space on the west side of the library in an effort to maximize staff space and provide employees with an improved workspace.

Teen Librarian, Brittany Dolezal worked with Colorado interior designer Mary Gulash to re-design the teen space. Computers, furniture, new paint and window overlays made for an inviting area for teens.

A quiet area was established in the adult non-fiction area by removing shelving and installing a glass wall. Counters were also installed with wiring for laptops and other devices. The area is now an extreme quiet space where users can concentrate on reading or work away from the busy noise of the Library.

Late in the year, Bob Houle, Maintenance and Director Kling worked with Front Range Interiors on improving the appearance of the restrooms and meeting room. The vinyl flooring in the restrooms was replaced with ceramic tile and the rug in the meeting room was replaced with laminate flooring. The meeting room change made clean-up after story-time and children's programs much easier.

Services and Programming



Library staff from all departments pitched in to hold the library's first Comic Con and it was awesome. Over 100 people came participated in button making, costume design, a cosplay fashion show, free comic books and the Droid builders brought R2D2. The event publicized the District's newest database, Comic Books Plus.



Another highlight of 2016 was having author and illustrator Janet Stevens come to the library for a book signing and illustrator/author talk. 70 kids and their families came to this event that was organized and led by Kat from the Outreach Department. She also worked with Molly from Rangeview to make this a partnership program with Rangeview School.

Bookmobile Day was celebrated in the Library parking lot on a very cold Saturday, May 14th. Kids and adults heard a western singer, had a chance to take their picture on a tractor, played western themed games and were treated to free hot dogs and burgers provided by the Windsor Lions Club.



June brought the first full week of the summer reading program. In four days over 900 people from little ones to adults were registered. Staff was thankful to have the assistance of 33 teen volunteers and 4 adult volunteers to help run summer reading programs and events. The volunteers logged 304 hours just in June, that's 3 times the amount of any other month in 2016



The Library District added many new programs and bookmobile stops during the summer both at the library and at Severance Town Hall, including three new technology programs which introduced robotics to kids as young as five. Programming to little ones at Severance Town Hall was expanded and the number of family fun nights was increased. The Children's Department staff are now repeating events for Little Ones in different location. The same program is repeated at three different times at two different locations. The first of

these was an exploration of worms, two sessions were held at the Windsor Severance Library and one session was held at the Fire Station in Severance. Even the firefighters enjoyed playing with worms. Pre-K's Who Play, led by Monica Gould was added to the list of story-times for young children as part of the strategic plan objective of expanding early literacy by offering programs on more days and at different times.



Tucker Valentine and Brittany Dolezal partnered with the Town of Windsor to host the first Skateboarding Competition at Eastman Park. They had 18 teens compete and 55 people attend. It was a true success and the teens were so surprised that the Library had the idea for this program.



Even more exciting was the annual end of summer carnival where over 600 people, an increase of 200 people over 2015, enjoyed bounce houses, cotton candy, a petting zoo and much more. An event of this size would not have been possible without the help of our amazing Library team - both staff and volunteers. In 2016, several changes were made 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 in the past. Monica Gould 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!"



Adult services added regular Thursday night programs to the schedule and began to do more partnership programs outside of the library and to promote local businesses at programs held at the Library.

On Sunday, Sept. 11th, the Library District and the Library Foundation hosted the second annual, Windsor Reads, with Craig Johnson, the author of the popular Longmire books and tv series. 160 people attended the reading held at the Town of Windsor Recreation Center. 60 people attended the paid reception prior to the author talk. Mr. Johnson was a very entertaining speaker who could have talked for much longer. As an added perk, attendees were able to purchase his latest book, **Obvious Fact**, through Barnes and Noble, even though the release date was not until the following Tuesday.





The Adult Services Department staff were extra busy in September with Outside the Lines (OTL). The OTL campaign received a lot of appreciation from both Weld RE-4 schools and town buildings such as the Rec center, fire and police offices, due to the “heart attack” signs that were surprise posted by staff at these locations. A Pop-Up event at Boardwalk Park with free lemonade, books, and cookies saw an attendance of 36. This year the goal of OTL was to show love, appreciation and support to our community for all that they do to make Windsor great!

IT/Technology

A second Game Cube was added to house the Library’s growing circulating video game collection which is used heavily by the Library’s customers.

Special thanks to Mason Vess and Kaine Cure, IT technicians, who completed, without incident, the conversion of the library public computers to Windows 10.

Communico and Collection HQ emerged as possibly useful tools at the library. Flipster was evaluated as a replacement for Zinio as a platform for online magazines.

A new set of laptops for the laptop checkout kiosk went into service just prior to the start of the year, and the Bookmobile also saw some new equipment as both laptops in use on board failed within days of each other. A special thanks goes out to Kaine Cure for his continued pursuit of the tech troubles on the Bookmobile - he brought much relief to frustrated Bookmobile teammates with his patience, humor, and ultimate fix to their technical issues.

Staff

Brittany Dolezal joined the staff of the Clearview Library District in January as the full-time teen librarian. Throughout 2016, Brittany worked with the RE4 School District to increase awareness of the Library and to bring teens into the library.

Jennifer Bradley, Adult Programming and Collections Librarian, joined the Clearview Library District Staff on Monday, March 28th. Jennifer has been working on collection development and adult programming, freeing up Public Services Managers, Ally Garcia and Casey Lansinger and Library Director Kling to focus on management and administrative activities.

Jessie Meschievitz, Customer Service Specialist Substitute, retired at the end of April. Jessie had worked for the Library since December of 2006.

In November, Ally Garcia, resigned her position as Public Services Manager to move to California with her husband who accepted a teaching position at Stanford University. Ally came to the Library District in June of 2012 as the Outreach Manager. She then took on the Management of the Children's Department and then the position of Public Services Manager. Ally's sunny personality and willingness to jump in and tackle any project had a positive impact on the people who use the Library District's services.

Casey Lansinger was hired as of November 21st as Clearview Library District's Public Services Manager. Casey previously worked at Arapahoe Community College and has a background in journalism. Casey jumped right in to her position, joining the Optimist's Club, attending a Chamber of Commerce meeting and a Town information officer's meeting and quickly became an integral member of the Clearview Library District Staff.

All District staff and trustees were trained in CCR by Chantelle Dron of the Windsor Severance Fire Rescue as part of the Heart Safe Community, an initiative to train as many people as possible to increase survival chances for those who have heart attacks.

Trustees

Rochelle Brotsky was appointed to the Library Board as an alternate trustee in January. Catherine Davis requested and was granted a leave of absence. Rochelle stepped in as her replacement for the remainder of 2016.



Library Foundation



In addition to the very successful Windsor Reads featuring Craig Johnson, held on Sept. the Library Foundation held two very successful book sales at the Arts and Heritage Museum and supported Library programming through the on-going book sale.

The Foundation received a very generous gift from Vince Murphy which was invested with the Community Foundation of Greeley. The funds will support the Kathy Murphy Author Talks (Windsor Reads) for the future.

The Foundation is also posted a part-time Foundation Director position and will be interviewing candidates in early 2017.

2016 Statistics

Number of Customers Served – 270986. The Library is open 353 days each year. That's an average of 767 people walking through the doors each day!

Number of Items Borrowed – 350,689– 1% increase over 2015. The number of people who live in the Library District's service area is 23,623. That's like every person in our service area checking out 11 items a year!

Number of Virtual Borrowers –10611– 9% increase over 2015

Number of Virtual Items Borrowed – 52,263

Database usage – 30,123 – 85% increase over 2015

Attendance at Programs – 49,505 – 16% increase over 2015

Computer Users – 7,181

Computer User Sessions – 21,397

Wifi Usage – 7,269 – 34% increase over 2015

Number of Homepage Visitors – 228,114

Number of Items in the Collection – 79,526

New Items Added – 10,079

Financial Information

Clearview Library District Unaudited 2016 Budget and Expenditures

<i>Row Labels</i>	<i>Nov 16 Actual</i>	<i>2016 Actual</i>	<i>2016 Budget</i>	<i>% of Budget Used</i>
Revenue				
General property tax		\$2,228,193	\$2,243,256	99%
Other revenue		\$74,838	\$35,000	214%
Specific ownership tax		\$140,505	\$140,000	100%
Revenue Total		\$2,443,536	\$2,418,256	101%
Expense				
Bookmobile costs		\$7,269	\$26,180	28%
Building costs		\$73,670	\$86,000	86%
Capital outlays		\$79,560	\$195,000	41%
County treasurer's fee		\$33,485	\$33,649	100%
Electronic Databases		\$11,005	\$10,000	110%
Materials/periodicals		\$186,027	\$227,500	82%
Operating supplies		\$56,718	\$25,000	227%
Other Expenses		\$231,166	\$201,843	115%
Programming		\$38,071	\$38,000	100%
Public relations		\$5,748	\$40,000	14%
Related expenses		\$287,028	\$319,949	90%
Salaries		\$1,119,698	\$1,143,138	98%
Software/tech support		\$60,899	\$70,000	87%
Expense Total		\$2,190,344	\$2,416,259	91%
Net Revenue		\$253,191	\$1,997	

Coming Attractions – 2017

The Library will be working with Dan Spykstra of Wember Associates to hire an architect to draft the plans for a new library. The Library Board will be investigating ways to fund a new library working with consultants from RBC. Library Staff will continue to work with Communications Consultant, Lisa Relou to create a better awareness in the community of the library and its services

A second children's librarian will be hired to meet the needs of the ever-growing population of children in the District.



Appendix A - 2016 Trustees and Staff

2016 Clearview Library District Board of Trustees

Joann Perko, President
Bev Menke, Vice-President
Ian Whittington, Treasurer
Katie Scherer, Secretary
Catherine Davis, Trustee
Rochelle Brotsky, Board Alternate
Jennifer Lieber, RE4 Liaison
Christian Morgan, Windsor Town Board Liaison
Bruce Florquist, Town of Severance Liaison

2016 Clearview Library District Staff

Lynley Allen – Youth Services Assistant
Dahlia Bishop-Cotner – Shelver
Jason Boak – Adult Services Assistant
Cari Borchert – Outreach Supervisor
Jennifer Bradley – Adult Services Librarian
Brenden Bricher - Shelver
Dennis Bruns – Bookmobile Driver
Caitlin Bubnich – Customer Service Specialist
Andrea Cleland - Early Literacy Librarian
Steven Davis – Customer Service Specialist
Karen Deane – Youth Services Assistant
Brittany Dolezal – Teen Librarian
Chelsey Dorsey – Customer Service Specialist
Melody Gallagher – Customer Service Specialist
Ally Garcia – Public Services Manager
Monica Gould – Youth Services Assistant
Sherry Greenlee – Financial Assistant
Bob Houle – Maintenance
Bud Hunt – IT/Technical Service Manager
Marsella Johnson – Outreach Assistant
Ann Kling – Director
Kaine Cure – IT Assistant
Pam Lambert – Technical Services Assistant
Casey Lansinger – Public Services Manager
Monica Latham – Library Assistant
Rea Mai – Outreach Assistant
Cosme Martinez - Shelver

Amy McFadden – Youth Services Assistant
Jessie Meschievitz – Circulation Substitute
Aimee Moore – Customer Service Specialist
Katie Northern – Outreach Assistant
Makayla Northern – Shelver
Christy Olson – Outreach Assistant
Pam Parish – Library Assistant
Anthony Perez – Outreach Assistant
Judith Pye – Customer Service Specialist
Alissa Ratliff - Shelver
Michael Ross– Technical Services Librarian
Heather Seely – Youth Services Supervisor
Kat Sharp – Outreach Assistant
Kirstie Smith – Customer Service Specialist
Mendi Sumter – Customer Service Specialist
Nathan Triz – Circulation Supervisor
Tucker Valentine – Circulation Assistant
Mason Vess – IT Assistant
Brad Vogler – Technical Services Assistant
Natalie Wagner – Library Assistant
Rob Wygal – Customer Service Specialist
Ashley Yager – Customer Service Specialist

