



2018
*annual
report*

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cultivate
CURIOSITY



enlighten
THE MIND



strengthen
THE COMMUNITY

executive summary



Ann Kling

Library Director

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The Clearview Library District continues to provide outstanding resources and support to the ever-expanding communities we serve — the Town of Windsor, Town of Severance, and West Greeley — and 2018 was no exception.

The library held more than 2,000 programs in 2018 for people of all ages, from infants to senior citizens. Between the Windsor-Severance Library, the Bookmobile, and outreach programs at off-site locations, we served 288,442 patrons and welcomed 2,375 new individuals as library cardholders.

Our staff members strive to enhance the quality of life in our community through the addition of new programs and services. Free printing, a new film streaming service, upgraded internet speeds, and new programs, like Girls Who Code and Habia Una Storytime, all work to fulfill the library's mission of cultivating curiosity, enlightening the mind, and strengthening the community.

We continue to collaborate with the Weld RE-4 School District and the Windsor Charter School to provide programming to our students, in particular STEAM (Science, Technology, Engineering, Art, Mathematics) programming, which has become increasingly important to student success in the 21st century. Through regular and special programs, Books and More, school assemblies and orientation, the Innovate Showcase, storytimes at Tozer, robotics and 3D programs, and more, we reached 11,169 students in the schools in 2018.

by the numbers

2,375
new cardholders

26,347
total cardholders

While we are in continuous evolution as a district in respect to technology and programs, our physical material circulation (books, DVDs, CDs, magazines, kits, etc.) remains strong; 362,142 physical items were checked out or renewed.

The unfavorable results of the 2018 election bid to fund a new library create a challenge for the district in the years ahead — serving a growing community in a building that was designed to serve 10,000 people, and in an era where the internet was new and access to computers and technology was in its infancy.

Based on valuable community feedback from the ballot measure efforts, we will undergo a strategic planning process in 2019 that will go beyond our regular strategic planning efforts. We envision a yearlong process with an extensive community feedback component, looking to determine the community’s vision for the future of library services in our community. A subsequent facilities plan will result, but will not be the initial main focus.

Ultimately, the library remains a vital part of our community. We look forward to the opportunity to engage and meet the needs of our district through our outstanding programs, materials, and services.



Ann Kling

288,442

patrons served

51,472

event attendees

451,065

*virtual & physical
circulation*



administration

COMMUNITY ENGAGEMENT

On Wednesday, March 28, Director Kling participated in Experience Windsor, held by the Windsor Chamber of Commerce at Aims Community College. Emerging leaders in the Town of Windsor heard from various local business leaders and had an opportunity after lunch to engage with the Weld RE-4 School District's Superintendent, the Town of Windsor Chief of Police, a representative from the Windsor Severance Fire Rescue District, and the Clearview Library District Director. Nathan Triz, Customer Service Supervisor, and Jennifer Bradley, Adult Collections and Programming Librarian, were selected to attend.



Tours of the Library were extended to candidates for Windsor Town Board and Severance Mayor in the early part of March. Of the 11 candidates for Windsor Town Board, nine participated in the tour, as well as one mayoral candidate from Severance. Library Director Kling and Library Board President Joann Perko shared the library story with these potential leaders of our community.



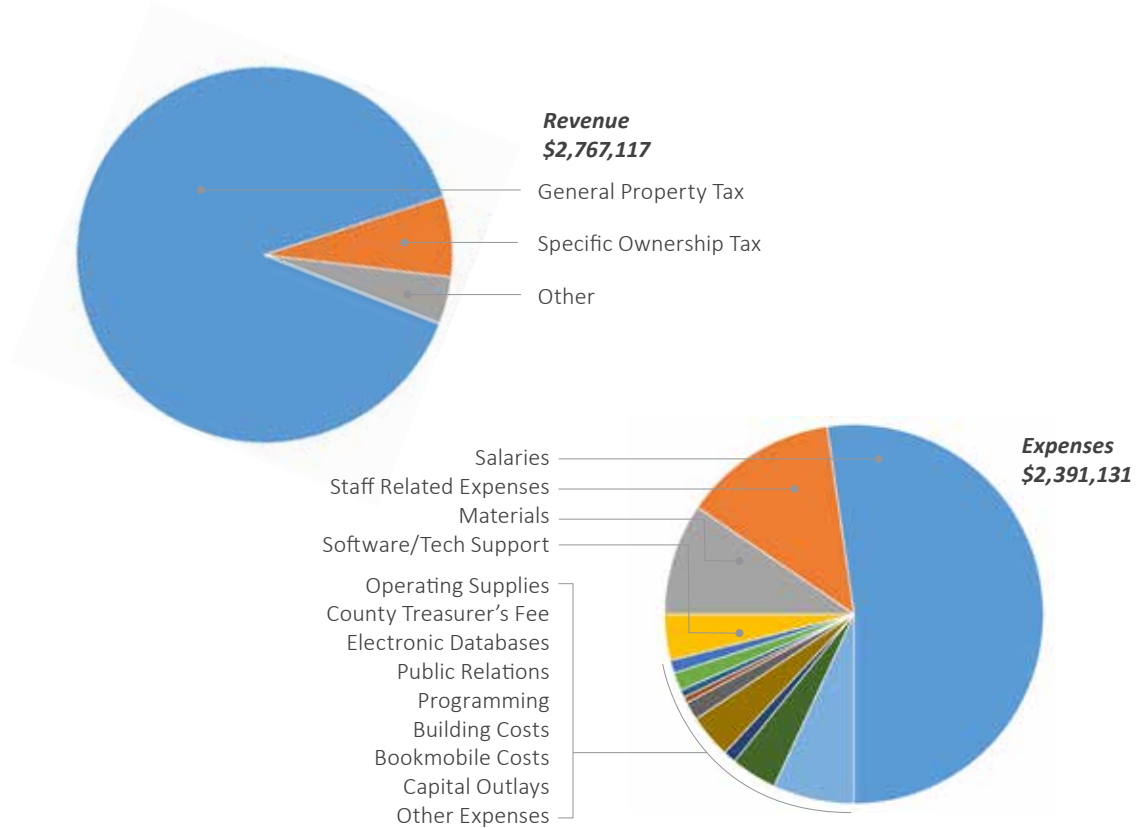
Library staff Natalie Wagner, Amy McFadden, and Pam Lambert served hot dogs and burgers to the hungry public at the Windsor All Town BBQ on Thursday, June. 7. The Windsor Chamber of Commerce sent a thank you to the library for the support staff provided.

The Joint Working Session of the Town of Windsor Board, the Town of Severance Board, the Weld RE-4 School District Board, the Windsor Severance Fire Rescue District Board, and the Library Board was held on Wednesday, Aug. 29, in the library's large meeting room. Thirty-two board members and administrators were present. The topic on everyone's mind was growth, which is not slowing down.



FINANCE

In 2018 the library district received \$2,463,039 in property taxes, an increase of 1.5 percent from 2017. Property taxes, along with other revenue, provided income of \$2,767,117. Unaudited expenditures totaled \$2,391,131 or 4 percent more than 2017 (see Appendix C for the December unaudited report). Staff and related benefits continued to be the largest expense of the district, followed by materials for checkout, which includes physical and electronic formats.



After serving the Library District since its inception in 1985, auditor Brian Crosier retired after completing the 2017 audit. An RFP for a new auditing firm was issued and Hinkle Associates was chosen as the auditor for the 2018 audit. An annual audit is required by Colorado law.

LEGAL

In late November, library attorney Jeremy Rose of Coan, Payton, and Payne resigned from the law firm to accept a new position. Attorney William Garcia was assigned to the Library District.

MARKETING & COMMUNICATIONS

Key stakeholders began meeting with Katie VanMeter mid-year to develop a marketing plan for the Library District. The committee was composed of Library Administration, Library Board Members, and Friends and Foundation members. Changes were made to the library's organic and paid social media strategy; the website was evaluated and suggestions are in the process of being implemented; templates were developed for program promotions; press releases continue to be written and distributed to the media on a regular basis; and, in general, there is better communication with the community through a variety of mediums.





facilities



WINDSOR-SEVERANCE LIBRARY

The library continued to experience flooding and multiple leaks during heavy rainstorms. Buckling of the concrete floor in the small meeting room was discovered and windows continued to lose their seals. In December, DS Constructors was brought in to consult on the various issues. The firm will propose a repair plan in 2019.

The lack of storage space in the library for the materials used in Children’s and Outreach programming precipitated the request to the Town of Windsor for a standalone storage shed to be installed in the library’s parking lot. The shed was installed in July.

Much to the disappointment of patrons and staff, the fireplace was out of commission for the winter of 2018 due to safety concerns. DS Constructors is looking for ways to make the fireplace operational without incurring significant costs.

BOOKMOBILE

The Bookmobile experienced several major mechanical issues throughout the year, which required that it be off the road. The time off the road had an impact on circulation and attendance numbers. In 2018 the Bookmobile had 13,287 visitors, as opposed to 15,735 in 2017.

by the numbers

246,552
*library building
patrons served*

13,287
patrons served

5,332
miles traveled
bookmobile

648
locations visited



programs & services

The Clearview Library District served 51,472 event attendees through 2,433 programs in 2018. Little ones and their caregivers attend one of the Library District's many storyhours held both in and outside of the library, programs that instill a love of books and reading and better prepare them for their school days. School-age children attend afterschool activities, weekend programs, and Summer Adventure Programs, which keep them actively engaged in learning year round.

Adults and senior citizens attend a variety of programs, including cooking, history, travel, gardening, and more, which satisfy their curiosity and connect them with other members of the community with similar interests.

Below are some of the highlights from the library's 2018 programs and services.

NEW PROGRAMS

Trivia night has proven to be a very popular program for adults in the community and is a great way to create awareness of the library and the programs it has to offer. In January an agreement was reached with High Hops Brewery to add a second Trivia Night each month starting in March.

Tech Time at Good Samaritan, led by Jason Boak, Adult Services Assistant, began in January and provides residents a time to drop in and get help with technology questions, i.e., e-readers, email, social media, downloading pictures on a tablet or phone, etc. Shortly after the first offering, Jason received a complimentary letter stating, "We would just never survive without someone like you to put our 'derailed cars' back on the track. You have an excellent way of explaining what is going wrong and how it might be corrected."

The impact of implementing a ticketing system in January to manage the number of caregivers and children attending storytimes has been, for the most part, positive. The storytime room isn't as



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crowded as it used to be, making for a more enjoyable experience for those who have come for a morning of stories, songs, and dance. However, overall storytime numbers did drop from 2017. The addition of a Childcare Provider Storytime in 2018, helped to recover some of the attendance numbers. In 2017, 10,714 people attended storytimes. In 2018, with the addition of the Childcare Provide Storytime in January, the attendance was 9,043, a loss of 1,671.

Amy McFadden, Teen Librarian, started Girls Who Code in January. Two Windsor High School Robotics Team members volunteered to help facilitate the club, as well as Tracy Kacmarsky, Data Coordinator for the Weld RE-4 School District.



The first Candidate’s Forum in Severance was held on March 8 with the help of the Windsor Now. Town Board candidates and mayoral candidates had a chance to meet and greet the public followed by a session where a moderator asked pre-determined questions of each candidate. Additional questions were taken from the audience. Public Services Manager Casey Lansinger-Pierce and Librarian Kat Sharp managed the event.

Bilingual storytime, Habia Una Storytime, led by Melody Adams, Outreach Assistant, was added to the list of Children’s programs in March and proved to be popular. The library hosted Habia Una Storytime seven times in 2018 and served 70 attendees. Though those numbers don’t compare to the more established storytimes, the program is recording growth in both attendance and engagement as word travels of its availability.



In September, the library hosted its first local history program, “The Way It Was,” based on a podcast by the Coloradoan. The history of the Windsor Mill was the topic. The second in the series, held in October, focused on the oldest cold case in Windsor.

by the numbers

2,433
programs

51,472
event attendees

288,442
patrons served

2,234
summer reading participants



NEW SERVICES

In conjunction with Newspapers.com and Gannett, the library began the process of digitizing the older issues of the Windsor Beacon. The microfilmed copies were digitized first; the oldest paper copies will follow. The papers are now searchable online at the library and provide valuable information for a variety of projects.

In early October, the library launched access to Kanopy Films, a film streaming service that offers access to a large, curated catalog of educational, entertaining, and enriching films. Patrons can stream films anytime, anywhere on their preferred devices.

NOT NEW, BUT PERENNIAL FAVORITES

Children's and Outreach Assistant Resa Mai prepared for Battle of the Books by serving as the emcee at Severance Middle School's Battle of the Books practice competition. Resa implemented the real thing at the library on April 21 to great success. In total nine teams competed, 49 students participated, and 201 people attended — up from 149 attendees in 2017.

362,142

physical circulation

59,981

print volumes

88,923

virtual circulation

1,220

*average monthly
virtual borrowers*

17,252

database sessions

58

e-subscriptions

The second Bookmobile Day at Boardwalk Park was held on May 5. The Chili Cook-off has become a popular feature of Bookmobile Day with many individuals and organizations participating, such as Windsor Rotary, Optimist Club, and the Towns of Severance and Windsor. The winner of the cook-off was Stephanie Felte of Severance. It was a touching tribute to Stephanie's mother who had passed away in fall 2017 and whose recipe Stephanie used. OverDrive's Digital Bookmobile was able to make an appearance and was a great advertisement for downloadable materials. Loveland Library's BookBike was also a part of Bookmobile Day.

The Books and More program got off to a phenomenal start in September. Books and More is a regular outreach program through which staff visit the high school, middle schools, and Windsor Charter Academy during their lunch hour, bringing library materials for checkout and engaging with students through an activity or craft. Staff reported, "Our numbers at every school have been consistently high, even at the high school, where we used to get single digit attendance. We've had 44 and 35 for our first two BAMs, respectively. We've had more checkouts than ever, too. This is a result of bringing more video games, graphic novels, and Explore Kits than we have in years past."

Teen Librarian Amy McFadden spent much of September visiting the high school and middle schools to deliver library presentations during orientation sessions. She highlighted all of the fun things going on at the library, as well as the incredible resources to help students.

Back by popular demand in Windsor was Oktoberfest, held at Boardwalk Park in September. Staff saw an amazing turnout on the Bookmobile — 263 people.

Two popular October programs were the Murder Mystery, held on October 13 and led by Teen Librarian Amy McFadden and Outreach Assistant Christy Olson, and the Halloween Party, held on Saturday, Oct. 20, and led by Outreach Assistants Tucker Valentine and Katie Northern with help from volunteer Shannon Troka. Twenty-four teens participated in the Harry Potter-themed murder mystery. The Halloween Party featured a variety of crafts and activities: making pictures of spooky woods, a "What's Blood Made Of?" sensory station, a STEM craft using candy pumpkins and toothpicks, a mummy wrapping station, a ring toss game, and a candy corn relay game. This annual event attracted 111 attendees!

In December rockabilly singers Kerry Pastine and Pauly Six performed at the library. They were a great hit with everyone, including the kids who danced during some of the songs. Donuts and hot chocolate were donated by Peace, Love & Donuts and Windsor's own Toast Coffee and Wine Bar.

Tweens (and a few parents) had a great time decorating their own gingerbread houses in December, and 187 children and adults attended Santa's Workshop on Dec. 8. Attendees had a wonderful time participating in a variety of crafts, including a Santa door hanger, yarn wrapped tree, jingle shaker, holiday votive, reindeer cocoa, and gift wrapping/card making.

The programming year ended with the "Countdown to Noon," held on December 31. Katie Northern and Trisha Parsons, Outreach and Children's Assistants, led this special event that featured crafts/activities, such as a New Year's mask, celestial headbands, paper roll dragons, chenille stem rings, handprint calendars, glow-in-the-dark ring toss, photo station, and a balloon drop! The group also celebrated with sparkling juice ... all of the kids loved their plastic "champagne" glasses!

TOP LEFT: Families explore some of the 2,500 materials on board the Bookmobile at any given time. TOP RIGHT: Teens had a bewitching time at the Harry Potter-themed murder mystery program around Halloween. BOTTOM LEFT: Kids created holiday gifts for their family members at the December Santa's Workshop. BOTTOM RIGHT: Two girls read picture books in the Children's Space. Children's (ages 6-12) fiction and non-fiction physical circulation clocked in at 76,017 checkouts and renewals.



5



*IT &
technical services*

Requests for funds from Universal Service Administrative Co., more commonly known as the schools and libraries E-rate program, which provides discounts to keep students and library patrons connected to broadband and voice services, were successful. The Universal Service funds offset district expenses by a little more than \$17,000 during fiscal year 2018, a 50 percent match in funds for district investments in mobile data access for the Bookmobile, library internet access and speed improvements, and internal switch upgrades to support the move to a 1 GB Internet connection at the library.

IT focused 2018 efforts on ensuring equipment and services offered were in good shape for the long term. This meant attention to current refresh plans, a budgeted plan that ensures hardware is replaced roughly every four years, balancing good stewardship of taxpayer dollars and patron experience.

Additionally, IT made changes to existing public and staff computers to upgrade their hard drives to Solid State Drives (SSD), which run faster, boot quicker and more smoothly, and extend the life of the remaining hardware. The library purchased 25 SSDs to switchover all library computers, ensuring a longer and speedier functional life for them.

New Tech Logic self-checks were installed in August. These replaced the Biblioteca kiosks, which could no longer be upgraded. Although there were some bumps in the installation and a learning curve for staff and borrowers, the kiosks are an improvement to library services, providing patrons with an easier checkout experience.

The library replaced its photocopiers in January through All Copy. The previous contract was coming to an end and the staff copier, which relied on hot wax to print copies, proved to be unsuitable for some of the library's publishing needs.

IT installed new servers in January with minor disruptions to service, on schedule with the refresh plan.

In February, the library removed printing fees for patrons up to \$2 per day in an effort to streamline services and provide patrons with more value for their library tax dollar investment.

In July, Technology Librarian Michael Ross and IT and Technical Services Manager Bud Hunt had the opportunity to attend Constructing Modern Knowledge — an international gathering of maker educators in schools, libraries, and museums — to explore and discuss issues around creating powerful maker and creative learning experiences. They explored robotics tools, project-based learning, and many other powerful ideas and tools while working in a portable makerspace built right in a hotel meeting space. Michael and Bud brought back many ideas and contacts for future programming and Explore Kit ideas, which will be incorporated into library services in the near future.

by the numbers

23,493

computer sessions

9,054

wifi sessions

244,420

website homepage visits



staff & volunteers

The Library District staff of 13 full-time employees and 31 part-time employees comprised of professionals with master’s-level degrees in library science and education, along with paraprofessional staff, are dedicated to providing collections and programs that cultivate curiosity, enlighten the mind, and strengthen the community. The staff keep the Windsor-Severance Library open 355 days a year and seven days a week; keep the Bookmobile on the road throughout the community; and maintain 24-hour-a-day access to the library’s website.

In 2018, the Library District invested \$20,153 for continuing education, training, and memberships in professional organizations to ensure that all library staff keep abreast of trends in library services. This was on a par with expenditures in previous years.

Staff Day, an annual event when the library is closed to the public from 9 a.m. to 3 p.m. for staff development, was held on Friday, Dec. 7. Representatives from North Range Behavioral Health led a training session on compassion fatigue and setting boundaries with difficult patrons. It was a good reminder to the staff to take care of their physical and mental health and to seek help from Mines Associates or North Range, if need be. To increase team building, the staff broke into groups and did an Escape Room activity. Staff also spent time discussing things that could be done immediately to improve their work environment. The discussion generated a list of items that the Administrative team is addressing.

As a result of the salary and benefits study completed late in 2016, the Library District began offering life insurance through PERA to full-time employees.

STAFFING CHANGES

Amy McFadden was promoted to Teen Librarian early in 2018. Amy had previously been a Children’s Assistant.

Dennis Bruns, who had been a Bookmobile driver for eight years, retired on February 28. Dennis was well versed in the mechanics of

by the numbers

13

*full-time
staff*

31

*part-time
staff*

the Bookmobile. After a lengthy search to find a replacement with an understanding of the operation of large vehicles, Rich Morford was hired.

Karen Schaeffer was hired to the newly created position of Administrative Assistant to the Director in March. Karen had previously worked at the library as a Customer Service Specialist.

Customer Service saw the departure of several Customer Service Specialists and Shelves: Kindra Baker, Chelsey Dorsey, Caitlin Larson, Kelsey Moore, Stephanie Renz, Lynette Szantho, Nanette Hoelmer, and Sarah Meyers. Hired for these positions were: Delaney Baumruk, Bridget Johnson, Brandi Northern, Crystal Angevine, Natasha Cook, Christine Gruenenwald, Laura Kelly, and Makenna Kueny.

Outreach and Children's Services hired Chelsey Dorsey, Ann Kelley, and Trisha Parsons after the departures of Resa Mai and Melissa Nichols.



Troka Wins Volunteer of the Year

Volunteer Shannon Troka won the Colorado Association of Libraries' (CAL) 2018 Volunteer of the Year award on Friday, Sept. 14. CAL's Volunteer of the Year award recognizes individuals who have demonstrated exemplary dedication and work with their organization.

Troka has been a volunteer with the Clearview Library District for three and a half years, and commits more than 15 hours each week to the children's programming division.

"Shannon's dedication to her volunteer work with the Clearview Library District is unrivaled," said Public Services Manager Casey Lansinger-Pierce. "Our library is lucky to have volunteers like Shannon to help serve our growing community."

VOLUNTEERS

In addition to paid staff, the Library District has a dedicated group of adult and teen volunteers who help with the Summer Adventure Program, bring in therapy dogs for the Paws Program, straighten shelves, prepare craft materials for programming, help pull holds for borrowers, and much more.

Shannon Troka, library volunteer, received the Colorado Association of Libraries' Volunteer of the Year award at the Annual Conference in Loveland on September 14. Shannon has been volunteering at the library for several years and provides valuable assistance to the Children's and Outreach staff.

LIBRARY BOARD

Joann Perko and Beverly Scheer finished their second terms as Board Members on December 31. Catherine Davis and Rochelle Brotsky finished their first terms as Board Member and Alternate, respectively. We thank all of the Board members for their dedication to the Library District, their hard work on the new building campaign, and their advocacy in the community for a strong Library District.



Staff members work to process returned materials. In 2018, the Clearview Library District had a physical circulation of 362,142, which includes checkouts or renewals of books, DVDs, CDs, audiobooks, video games, Storytime in a Bag, Explore Kits, and laptops.

FRIENDS & FOUNDATION

The Clearview Library District Friends and Foundation provides private fundraising for the Library District to supplement tax revenue for special events and programs. In 2018, the Foundation incorporated Friends into their official name and began the task of revitalizing the Friends of the Library.

The Foundation posted a part-time Foundation Director position early in 2018. After interviewing several candidates, Sarah Walsh was hired to work one day a week to direct fundraising, re-institute a Friends organization, and create a greater awareness of the Friends and Foundation in the community.

Clearview Reads, the Kathy Murphy Author Talks funded by Vince Murphy, welcomed two authors in 2018. Laura Pritchett conducted a writing workshop and an author talk at the Windsor-Severance Library on June 23. Forty-four people attended the talk, filling the library's meeting room to capacity.

Author Peter Heller was the second author to visit our community as part of the series on September 22 at the Windsor High School Auditorium. The 63 attendees agreed that Peter was an engaging speaker, bringing elements of poetry, adventure, auto-biography, and more into his talk.

The Friends and Foundation held three book sales in 2018, the first was held at the United Methodist Church March 5-10. Books were sold for \$5 per bag. The second sale of the year was held in the library's Bookmobile garage on June 1-2 during the town-wide garage sale. The last sale of the year was held at the United Methodist Church October 15-20, once again selling for \$5 per bag. The book sales netted \$3,904 in 2018.

For the second year, the Friends and Foundation operated the beer tent at the Thursday night concerts at Boardwalk Park. Volunteers and High Hops Brewery staff were on hand to sell beer provided by High Hops Brewery. The Town of Windsor moved the cornhole tournament into the fenced beer tent area, which made for lively Thursday nights. The Friends and Foundation was also asked to operate the beer tent in September during Oktoberfest at Boardwalk Park. The beer tent has proven to be a profitable fundraiser — earning \$6,477 at the concerts and \$6,257 at Oktoberfest.

The Friends and Foundation helped to finance the election campaign in 2018 and also volunteered their time to go door to door with the campaign committee members, talking to residents about the new library.



the future

Facing a rapidly growing population and with two failed elections to approve funding for a larger library in a more central location, the Library Board has the challenge of continuing to provide the services library users have come to expect from the Clearview Library District. The first step in the process of finding a solution will be to engage a consultant to guide the district through a strategic planning process. The process will include extensive community engagement and is expected to begin in the second quarter of 2019.

A part-time business librarian will be hired to assist entrepreneurs in growing their businesses through the use of library and other resources. Tentatively, the librarian will hold office hours in the Windsor Chamber of Commerce office and in other locations throughout the district.

A year-long series, Celebrating Our Community, which celebrates the diverse interests of our community members will launch early in 2019. The series is inspired by past and present community members, and will celebrate our differences and commonalities.

Staff will continue to provide our patrons with the best possible services and materials given the limitations of the current building. The Board and the Administrative Team will work toward solutions to solve the growth needs of the library in order to support staff.



Connect with Clearview

There are many ways to connect with the Clearview Library District:

- **Newsletters** – Sign up for news and events of your choice, delivered straight to your inbox.
- **Social Media** – Like the library’s Facebook page or follow on Instagram (@clearviewlibrary).



appendix

APPENDIX A — STAFF & BOARD

Staff

Administration

Ann Kling, Library Director
Sherry Greenlee, Financial Assistant
Karen Schaefer, Administrative Assistant
Bob Houle, Maintenance

Public Services

Casey Lansinger-Pierce, Manager
Andrea Cleland, Early Literacy Librarian
Amy McFadden, Teen Librarian
Kat Sharp, Outreach Librarian

Jennifer Bradley, Adult Collections
and Programs Librarian
Kali Dhayatkar, Adult Services Assistant
Jason Boak, Adult Services Assistant
Marsella Johnson, Adult Services Assistant*

Cari Borchert, Outreach Supervisor
Heather Montgomery, Children's Services Supervisor
Melody Adams, Outreach Assistant
Karen Deane, Children's Services Assistant
Chelsey Dorsey, Children's Services Assistant
Monica Gould, Children's Services Assistant
Ann Kelly, Children's Services Assistant
Katie Northern, Outreach Assistant
Christy Olson, Outreach Assistant
Trisha Parsons, Children's Services Assistant
Tucker Valentine, Outreach Assistant
Melissa Nichols, Outreach Assistant*
Resa Mai, Outreach/Children's Assistant*

Dennis Bruns, Bookmobile Driver*
Rich Morford, Bookmobile Driver

IT & Technical Services

Bud Hunt, Manager
Michael Ross, Technology Librarian

Pam Lambert, Technical Services Assistant
Pam Parish, Library Assistant
Natalie Wagner, Library Assistant
Kaine Cure, Technical Services Assistant
Mason Vess, Technical Services Assistant
Brad Vogler, Technical Services Assistant

Customer Service

Nathan Triz, Supervisor
Crystal Angevine, Customer Service Specialist
Natasha Cook, Customer Service Specialist
Steven Davis, Customer Service Specialist
Kim Grubbs, Customer Service Specialist
Christine Gruenenwald, Customer Service Specialist
Laura Kelly, Customer Service Specialist
Makenna Kueny, Customer Service Specialist
Aimee Moore, Customer Service Specialist
Rob Wygal, Customer Service Specialist

Rosita Hernandez, Shelver
Brandi Northern, Shelver
Bridget Johnson, Shelver
Delaney Baumruk, Shelver
Lynette Szantho, Shelver*
Nanette Hoelmer, Shelver*
Sarah Meyers, Shelver*

Board

Joann Perko, President
Bev Scheer, Vice President
Ian Whittington, Treasurer
Katie Scherer, Secretary
Catherine Davis
Rochelle Brotsky, Alternate

Bruce Florquist, Liaison, Severance Town Board
Jennifer Lieber/Molly Amundson, Liaison, Weld RE-4
School District
David Sisolowski, Liaison, Windsor Town Board

**Former employee*

APPENDIX B — 2018 KEY STATISTICS

Patrons Served	288,442
Program Attendance	51,472
Items Borrowed	362,142

Computers & Technology

Computer Users	7,199
Computer Sessions	23,493
WiFi Sessions	9,054

Virtual Library

Average Monthly Virtual Borrowers	1,220
e-Books Borrowed	19,338
Other e-Materials	69,555
Database Sessions	17,252
Homepage Visits	244,420

APPENDIX C — 2018 UNAUDITED DECEMBER FINANCIAL REPORT

REVENUE & EXPENDITURES 2018 (UNAUDITED)				
	Dec. 2018 Actual	2018 Actual	2018 Budget	% of Budget Used
REVENUE				
General Property Tax	0	2,463,039	2,497,016	98.64%
Other Revenue	8,410	112,910	63,282	178.42%
Specific Ownership Tax	14,674	191,168	170,000	112.45%
Revenue Total	23,083	2,767,117	2,730,298	101.35%
EXPENSES				
Bookmobile	630	25,873	17,000	152.19%
Building	5,842	89,192	96,900	92.05%
Capital Outlay	8,180	94,099	75,000	125.46%
County Treasurer Fee	0	37,301	37,457	99.58%
Electronic Databases	1,358	15,685	17,000	92.26%
Materials / Periodicals	20,226	227,854	260,500	87.47%
Operating Supplies	4,496	26,083	35,000	74.52%
Other Expenses	14,410	165,834	283,975	58.40%
Programming	2,717	37,535	51,000	73.60%
Public Relations	270	12,162	60,000	20.27%
Related Expenses	25,245	315,420	358,741	87.92%
Salaries	100,512	1,250,128	1,332,733	93.80%
Software / Tech Support	16,740	93,967	104,650	89.79%
Expenses Total	200,626	2,391,131	2,729,956	87.59%
NET INCOME		\$375,986	\$342	



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