

## Agenda

### Call to Order

### Roll Call

### Review of Agenda

### Public Input

*Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.*

### Director's Report - Ann Kling, Director

- Communication
- Monthly Statistics

### Personnel Report - Rochelle Brotsky

- Meet new staff: Emma Malin, IT Assistant; Alyssa Gorandson, Children's Assistant

### Treasurer's Report- Ron Dunworth

### Friends & Foundation Report - Rochelle Brotsky

### Reports of the Liaisons

### Reports of the Board Members

### Old Business

- Item 1 - Approve Minutes of the Sept. 30, 2021 meeting (Action)
- Item 2 - Approve Minutes of the Oct. 7, 2021 special meeting (Action)
- Item 3 - Board Openings for 2022 Update - Ron Dunworth, Committee Chair (Information)
- Item 4 - Facilities Plan Update - Ann Kling, Library Director (Information)
- Item 5 - Update on the Director's annual evaluation - Ann Kling, Library Director (Information)

### New Business

- Item 1 - First Reading of the 2022 Clearview Library District Draft Budget - Ann Kling, Library Director (Information)
- Item 2 - Internet Safety Policy - Bud Hunt, IT/Tech Services Manager (Action)
- Item 3 - Privacy Policy - Bud Hunt, IT/Tech Services Manager (Action)
- Item 4 - Quarterly Update on the Strategic Plan - Ann Kling, Library Director (Information)
- Item 5 - Quarterly Update on the Director's Goals - Ann Kling, Library Director (Information)
- Item 6 - (After executive session) Approve contract to purchase land for a branch library in Severance - Ann Kling, Library Director and Ron Dunworth, Board Treasurer (Action)



**Executive Session**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to a Sales Contract for a parcel of land owned by the Town of Severance.

**Upcoming Agenda**

**Adjourn**

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**Upcoming Meetings**

- Long Range Planning Committee Meeting, November 3, 2021, 1:00 p.m. - Hybrid
- Board of Trustees Regular Meeting, November 19, 2021, 5:30 p.m. – Hybrid

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*



## Director's Report - September, 2021

### *Districtwide Update - Director Ann Kling*

#### Highlights

- The Bookmobile has a brand new look thanks to the design work of Communications Specialist, Katie Messerli and input from Katie Northern and the Mobile Services team. The new wrap was debuted during Harvest Festival and has received positive reviews from many, including the original bookmobile drivers, Bruce Florquist and Dennis Bruns.
- Progress is being made on the building projects: Ratio Design was approved by the library board as the architectural design firm and Construction Managers at Risk firms submitted proposals in response to the posted RFP; two firms were shortlisted and will be interviewed on Oct. 1.
- A new employee orientation process was implemented in September due to the hard-work and diligence of Erin Mitchell and Bud Hunt. As the district transitions to a multi-facility organization it is becoming increasingly important to make the onboarding experience consistent for all new employees.

#### Opportunities

- Communications and IT & Technical Services continue to make progress on the website redesign project. The website is anticipated to launch in early November.
- Applications for new Board members are being submitted. Interviews will be held in October. There are three board openings, one is a two year term and the other two are three years terms.

#### Challenges

- Finding a representative from West Greeley to serve on the Interview Committee for the selection of new Library Board members has posed a challenge. Becky Safarik from the Community Development Dept. of the City of Greeley has been working with Director Kling to find a resident to serve on the committee. We have had no luck to date.
- With the end of seasonable weather outdoor programming for children will come to a close. The staff enjoyed being outdoors with the children this summer. Children's programming will return to virtual. Teen and Adult programming will be a hybrid with some programs in the building and others held virtually.

#### Personnel

- Andrea Cleland has resigned her position as Early Literacy Librarian. Andrea had been with the library district for more than 10 years. She has taken a job at the Loveland Public Library as the Early Literacy Librarian. The position has been posted and will be filled as soon as possible.
- Katie Messerli, Communications Specialist, has resigned her position to take a position with the Weld RE4 School District. The position will be posted and filled as soon as possible.
- Diana Hyland has joined the Customer Service Team as a Customer Service Specialist. Aydan Tufton has joined the Customer Service Team as a shelver.
- Alyssa Gorandson has joined the Children's Services Team as a Children's Assistant.
- Emily Malin has joined the IT/Technical Services Team as an IT Assistant.
- The monthly All Staff meeting was held on Friday, September 3, 2021. Katie Messerli presented



on how we serve students in our school district. Sara Nesbitt gave a quick overview of Brainfuse, our online tutoring database.

#### **Board of Trustees Meeting Highlights - September, 2021**

- The Board approved the hiring of Ratio Architects as the design firm for the three building projects the library district is embarking on.
  - A revised Procurement Policy was adopted.
  - Director Kling presented 2022 Staffing and Budget Assumptions.
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#### ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

##### **Highlights:**

- In September, we welcomed Foster Hepler to our team as our newest Children Services Assistant. Foster has spent a long career in education and administration and is very eager and enthusiastic to be working with the District. We also welcomed Maria Mulreaney as our newest Adult Services Assistant. Maria has experience working with seniors and is already off to a great start with our adult programming team.
- Windsor Harvest Festival was back in person this year and busier than ever. Overall, we saw and interacted with 1,181 people at our booth and we saw nearly 700 people on board the bookmobile. We were especially happy that the bookmobile wrap was completed in time for the parade.

##### **Opportunities:**

- We have begun implementing in-person PAWS for Reading visits (reading with a therapy dog) again. We require the attendee and the volunteer to wear a mask due to close proximity, but everyone is very happy to see this service offered in person again. We plan to add additional sessions as demand grows.
- Amy McFadden, Casey Lansinger-Pierce, and Katie Messerli worked with Steve Cline and Jackie Doman-Peoples (Windsor High School teachers) on a STEAM fair scheduled for early December. The William Kamkwamba author talk / Innovation Fair was the inspiration for this event, so Steve and Jackie asked the library to be involved with this community event. Students in the Weld RE-4 District will be encouraged to complete a project that touches on one of the 17 sustainable development goals as set forth by the UN.
- Several staff members attended the Colorado Association of Libraries Conference in Westminster in September. From the Public Services department, Andrea Cleland presented at the conference.

### Challenges:

- After a successful start, our Family Cooking Challenge has seen fewer participants / entries in the last few months. After November, we are going to transition this from a cooking challenge to a family art challenge and encourage participants to bring in their family art for display in the library. We are hopeful that these changes -- and hosting the challenge video on our Facebook feed rather than our YouTube channel -- will yield more entries and participation.
  - Chelsey Dorsey, Children Services Assistant, stepped down from her position with the library in early September.
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### *IT & Technical Services Update - IT & Technical Services Manager Bud Hunt*

#### Highlights

- We are making preparations to install a Cradlepoint appliance on the Bookmobile to offer additional WiFi service to patrons in the vicinity of the Bookmobile. Equipment is on order and we will be tested once it arrives.
- At the end of the month, we were pleased to add Emma Malin to our team as a new IT Assistant.

#### Opportunities

- Several team members attended the Colorado Association of Libraries Conference in September. New ideas and perspectives were gained, and contacts with vendors made.

#### Challenges

- Availability of hardware that matches our current specs has been limited. We continue to look for additional places to serve our needs as we add staff back into our ranks.
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### Resource of the Month

History Resources

<https://clearviewlibrary.org/databases>

- Ancestry Library Edition: This essential genealogy resource delivers billions of records for census data, vital records, directories, photos, and more. Request access by emailing [hello@clearviewlibrary.org](mailto:hello@clearviewlibrary.org).
- Fold3: Fold3 offers convenient access to military records, including the stories, photos, and personal documents of the men and women who served.
- Newspapers.com Library Edition: Newspapers.com Library Edition is an extensive database that provides online access to 4,000+ historical newspapers dating from the early 1700s into the 2000s.
- Windsor Beacon: This database provides searchable access to digitized issues of the Windsor Beacon — 1908 - 1909, 1935 - June 1973, May 1977 - April 1982. You must be in the library to



access this database.

Patrons Served			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Library 9,005	-8.91%	-8.39%	
Bookmobile 1,664	136.03%	225.00%	
Outreach 1,448	119.06%	No data	
Total Patrons 12,117	7.69%	17.16%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
<b>Sep 2021</b>
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020

Circulation			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Physical Circs 30,876	-6.08%	2.29%	
Digital Circs 8,129	-2.89%	1.56%	
Database Usage 1,292	-25.45%	-17.97%	

For more detailed information, please visit <https://clearviewlibrary.org/data>

Programs			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Program Attendees 1,234	18.43%	114.61%	N/A
Total Programs 82	32.26%	20.59%	
Waitlisted People 42	61.54%	425.00%	
Waitlisted Programs 8	33.33%	100.00%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
<b>Sep 2021</b>
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020

Cardholders			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Active Cardholders 4,399	-0.72%	119.62%	
New Cardholders 214	-66.46%	31.29%	

Website Stats			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Pageviews 18,157	-4.63%	-3.07%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



## Clearview Library District

### Treasurer's Report For

9/30/2021

#### Current Assets

#### Checking/Savings/Cash

		<b>8/31/2021</b>	<b>8/31/2021</b>	<b>Change +/-</b>
1010 · Petty Cash	\$	149.05	\$ 149.05	\$ -
1015 · Cash on Hand	\$	433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$	3,350,390.87	\$ 3,350,440.95	\$ 50.08
1034 · Colo Trust Gen Fund Res 8005	\$	1,000,215.61	\$ 1,000,230.56	\$ 14.95
1038 · Colo Trust Operating Fund 8003	\$	2,383,187.56	\$ 2,156,672.05	\$ (226,515.51)
1040 · Colo Trust Capital Fund-8001	\$	1,129,370.50	\$ 1,129,387.40	\$ 16.90
1053 · Bank of Colorado--Checking	\$	115,190.62	\$ 106,378.63	\$ (8,811.99)
<b>Total Checking/Savings</b>		<b>7,978,937.51</b>	<b>\$ 7,743,691.94</b>	<b>\$ (235,245.57)</b>

August 2021 Close	\$	<b>7,978,937.51</b>
September 2021 Close	\$	<b>7,743,691.94</b>
Month To Month Change	\$	<b>(235,245.57)</b>

### THINGS YOU SHOULD KNOW

#### GENERAL INFORMATION

Property Tax scheduled for 2021	\$	<b>4,655,562.00</b>
Payment recd year to date for Property Tax	\$	<b>4,850,856.00</b>
Percent Recd.		<b>104.19%</b>
2020 Delinquent Tax Due	\$	<b>766,823.00</b>
Payment of Delinquent Property Tax for 2020	\$	<b>760,919.99</b>
Interest on Delinquent Property Tax	\$	<b>81,374.52</b>

# Clearview Library District

## Revenue and Expenditures

Sep-21

Row Labels	Sep 21 Actual	2021 Actual	2021 Budget	% of Budget Used
<b>Revenue</b>				
General property tax	\$2,063	\$4,631,085	\$4,652,026	100%
Other revenue	\$11,190	\$892,641	\$47,407	1883%
Specific ownership tax	\$21,204	\$176,367	\$210,000	84%
<b>Revenue Total</b>	<b>\$34,456</b>	<b>\$5,700,093</b>	<b>\$4,909,433</b>	<b>116%</b>
<b>Expense</b>				
Bookmobile costs	\$8,990	\$15,960	\$25,400	63%
Building costs	\$11,811	\$65,162	\$108,500	60%
Capital outlays	\$15,249	\$759,915	\$304,000	250%
County treasurer's fee	\$34	\$82,362	\$69,780	118%
Electronic Databases	\$1,669	\$12,686	\$27,000	47%
Materials/periodicals	\$21,654	\$184,455	\$343,500	54%
Operating supplies	\$7,060	\$27,555	\$40,000	69%
Other Expenses	\$7,136	\$91,727	\$268,442	34%
Programming	\$1,661	\$24,122	\$58,000	42%
Public relations	\$266	\$9,554	\$67,915	14%
Related expenses	\$33,838	\$298,421	\$473,918	63%
Salaries	\$128,883	\$1,145,823	\$1,727,478	66%
Software/tech support	\$31,135	\$97,361	\$95,500	102%
<b>Expense Total</b>	<b>\$269,388</b>	<b>\$2,815,104</b>	<b>\$3,609,433</b>	<b>78%</b>
<b>Net Income</b>	<b>-\$234,932</b>	<b>\$2,884,988</b>	<b>\$0</b>	
Transfer to Reserve Funds		\$0	\$1,300,000	0.00%
<b>Transfers Total</b>		<b>\$0</b>	<b>\$1,300,000</b>	<b>0%</b>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet**  
As of September 30, 2021

	Sep 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,350,440.95
1034 · Colo Trust Gen Fund Res 8005	1,000,230.56
1038 · Colo Trust Operating Fund 8003	2,156,672.05
1040 · Colo Trust Capital Fund-8001	1,129,387.40
1053 · Bank of Colorado--Checking	106,378.63
<b>Total Checking/Savings</b>	7,743,683.54
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	527.66
<b>Total Accounts Receivable</b>	527.66
<b>Other Current Assets</b>	
1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	46,009.54
<b>Total Other Current Assets</b>	4,903,159.65
<b>Total Current Assets</b>	12647370.85
<b>Other Assets</b>	
1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,166,664.27
1270 · Furniture and Equipment Asset	854,924.37
<b>Total Other Assets</b>	5,206,068.64
<b>TOTAL ASSETS</b>	<b>17853439.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	45,783.39
<b>Total Accounts Payable</b>	45,783.39
<b>Credit Cards</b>	
Pinnacle Bank - Ann 9399	2,491.18
Pinnacle Bank - Casey 2011	248.72
Pinnacle Bank - Hunt 2228	3,344.00
<b>Total Credit Cards</b>	6,083.90
<b>Other Current Liabilities</b>	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	2,216.49
2110 · Pera Payable (Employee)	119.92
2111 · Pera Payable (Library)	-104.86
2112 · Employee Health Insurance Pa...	1,238.31
2120 · Colorado W/H. Taxes Payable	-399.00
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
<b>Total Other Current Liabilities</b>	4,842,549.56
<b>Total Current Liabilities</b>	4,894,416.85

10/21/21

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet**  
As of September 30, 2021

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	<u>Sep 30, 21</u>
<b>Long Term Liabilities</b>	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
<b>Total Long Term Liabilities</b>	<u>6,038,354.43</u>
<b>Total Liabilities</b>	10932771.28
<b>Equity</b>	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3900 · Retained Earnings	1,675,218.89
Net Income	2,874,666.32
<b>Total Equity</b>	<u>6,920,668.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17853439.49</u></u>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of September 30, 2021**

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Petty Cash	140.65	149.05	-8.40	-5.6%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,350,440.95	2,563,932.22	786,508.73	30.7%
1034 · Colo Trust Gen Fund Res 8005	1,000,230.56	679,263.95	320,966.61	47.3%
1038 · Colo Trust Operating Fund 8003	2,156,672.05	2,140,805.85	15,866.20	0.7%
1040 · Colo Trust Capital Fund-8001	1,129,387.40	220,100.80	909,286.60	413.1%
1053 · Bank of Colorado--Checking	106,378.63	95,384.54	10,994.09	11.5%
<b>Total Checking/Savings</b>	<b>7,743,683.54</b>	<b>5,700,069.71</b>	<b>2,043,613.83</b>	<b>35.9%</b>
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	527.66	0.00	527.66	100.0%
<b>Total Accounts Receivable</b>	<b>527.66</b>	<b>0.00</b>	<b>527.66</b>	<b>100.0%</b>
<b>Other Current Assets</b>				
1150 · Delinquent Property Tax	6,294.11	6,232.00	62.11	1.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	46,009.54	49,617.89	-3,608.35	-7.3%
<b>Total Other Current Assets</b>	<b>4,903,159.65</b>	<b>4,906,705.89</b>	<b>-3,546.24</b>	<b>-0.1%</b>
<b>Total Current Assets</b>	<b>12647370.85</b>	<b>10606775.60</b>	<b>2,040,595.25</b>	<b>19.2%</b>
<b>Other Assets</b>				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
<b>Total Other Assets</b>	<b>5,206,068.64</b>	<b>5,206,068.64</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>17853439.49</b>	<b>15812844.24</b>	<b>2,040,595.25</b>	<b>12.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · *Accounts Payable	45,783.39	11,456.35	34,327.04	299.6%
<b>Total Accounts Payable</b>	<b>45,783.39</b>	<b>11,456.35</b>	<b>34,327.04</b>	<b>299.6%</b>
<b>Credit Cards</b>				
Pinnacle Bank - Ann 9399	2,491.18	0.00	2,491.18	100.0%
Pinnacle Bank - Casey 2011	248.72	0.00	248.72	100.0%
Pinnacle Bank - Hunt 2228	3,344.00	0.00	3,344.00	100.0%
<b>Total Credit Cards</b>	<b>6,083.90</b>	<b>0.00</b>	<b>6,083.90</b>	<b>100.0%</b>
<b>Other Current Liabilities</b>				
2100 · Fed W/H. Taxes Payable	861.71	0.00	861.71	100.0%
2101 · Payroll Liabilities	2,216.49	42.13	2,174.36	5,161.1%
2110 · Pera Payable (Employee)	119.92	61.99	57.93	93.5%
2111 · Pera Payable (Library)	-104.86	0.00	-104.86	-100.0%
2112 · Employee Health Insurance Pa...	1,238.31	1,969.62	-731.31	-37.1%
2120 · Colorado W/H. Taxes Payable	-399.00	0.00	-399.00	-100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-9,407.00	-2,832.01	-30.1%
<b>Total Other Current Liabilities</b>	<b>4,842,549.56</b>	<b>4,843,522.74</b>	<b>-973.18</b>	<b>0.0%</b>
<b>Total Current Liabilities</b>	<b>4,894,416.85</b>	<b>4,854,979.09</b>	<b>39,437.76</b>	<b>0.8%</b>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of September 30, 2021**

	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Long Term Liabilities</b>				
<b>2850 · Invest. in Gen. Fixed Assets</b>	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Long Term Liabilities</b>	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Liabilities</b>	10932771.28	10893333.52	39,437.76	0.4%
<b>Equity</b>				
<b>2860 · 2000 Fund Balance</b>	2,289,503.00	2,289,503.00	0.00	0.0%
<b>2862 · TABOR Requirement</b>	81,280.00	81,280.00	0.00	0.0%
<b>3900 · Retained Earnings</b>	1,675,218.89	251,374.54	1,423,844.35	566.4%
<b>Net Income</b>	2,874,666.32	2,297,353.18	577,313.14	25.1%
<b>Total Equity</b>	6,920,668.21	4,919,510.72	2,001,157.49	40.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>17853439.49</u></b>	<b><u>15812844.24</u></b>	<b><u>2,040,595.25</u></b>	<b><u>12.9%</u></b>

## Draft Minutes (Unapproved)

### Call to Order

Vice-President Rochelle Brotsky called the meeting to order at 5:32 pm.

### Roll Call

Present: President Kendra Adams joined the meeting at 5:52 pm, Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, Secretary Brian Lampe, Board Member Ron Clark, Board Member/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Scott Charpentier, and Attorney William Garcia.

Absent: Weld RE-4 Liaison Lance Nichols

Staff: Library Director Ann Kling, IT/Tech Services Manager Bud Hunt, Public Services Manager Casey Lansinger-Pierce, and Tech Services Assistant Natalie Wagner.

### Review of Agenda

Director Kling announced that there will not be an Executive Session tonight.

Motion by Frank Baszler, second by Ronald Dunworth, to accept the updated Agenda; motion passed unanimously.

### Public Input

Nothing at this time.

### Director's Report - Ann Kling, Library Director

- Communication
  - Director Kling asked if there were questions at this time. There were none.
  - Follow up/Update - Liaison to the Town of Windsor Chamber of Commerce
    - Director Kling updated the board regarding Business Librarian Kelly Hall as an acting liaison to the Town of Windsor Chamber of Commerce. Kelly updates the Chamber of events that the library is doing that are of interest to the business community. In turn, Kelly brings pertinent information back to Jennifer Bradley, Adult Services Librarian and to Casey Lansinger-Pierce, Public Services Manager.
- Monthly Statistics
  - Director Kling asked if there were questions at this time. There were none.

### Personnel Report - Rochelle Brotsky, Vice President

Rochelle reported on two new hires in the Children's Services Department. Children's Services Assistant, Foster Hepler, introduced himself and shared his background. He expressed how thrilled he is to be working for the Clearview Library District. Children's Services Assistant, Alyssa Gorandson, will start this Monday. IT Assistant, Emma Malin, and Adult Services Assistant, Maria Mulreaney, started their careers at the library this past week. Customer Service Specialist, Rob Wygal, rejoined the Customer Service team, staff are happy to have him back. A Shelver and a Customer Service Specialist will soon be hired to fill positions that will be vacated as the staff in these positions move on.

### Treasurer's Report- Ronald Dunworth, Treasurer

Ronald announced that the Ash Street building has been paid for and will be an asset on September's

report. Ronald reported that the total expenditures are at 71% which means the budget is doing good. Scott asked about any property tax on the Ash Street building. Ronald reminded Scott that there is no property tax as a library building is considered a government building. Additionally, any future renovation costs to the building will be coming out of the reserve building fund. Ronald believes a good plan is in place for all of the future ventures, and any money needed for these ventures have already been budgeted for.

Motion by Rochelle Brotsky, second by Frank Bazler, to accept the Treasurer's Report as presented for August 2021; motion passed unanimously.

#### **Friends & Foundation Report** - Rochelle Brotsky, Vice-President

Rochelle reported on the annual Friendsgiving which is held to welcome new members and host a meet and greet. At the last meeting a discussion was held on investments, cash on hand, how to increase membership and fundraising was addressed. Clearview Reads invited author James Campbell, and he accepted. He has written titles such as *Braving It: A Father, a Daughter, and an Unforgettable Journey into the Alaskan Wild*; *The Final Frontiersman*; *The Ghost Mountain Boys*; and others.

#### **Reports of the Liaisons**

Town of Windsor: Scott Charpentier reported that Windsor is in the mode of working on administrative tasks. The town issues over 100+ housing permits monthly, working on securing water, year end budget meetings, funding requests, and working on construction around the town. Scott said recent growth in Windsor is from people moving in from the surrounding cities of Fort Collins and Loveland.

Town of Severance: Frank Baszler reported that Severance is now Home Rule. New Mayor elected in September is Matt Fries. Frank also reported that he is now a council member for the Town of Severance and no longer a trustee.

Weld RE-4 School District: Lance Nichols absent.

#### **Reports of Library Board Members**

Nothing at this time.

#### **Old Business**

- Approve Minutes of the August 26, 2021 Regular Board Meeting
  - Minutes were approved.
  - Motion by Ron Clark, second by Rochelle Brotsky, to approve minutes of the August 26, 2021 Regular Board Meeting; motion passed unanimously.
- Board Openings for 2022, Update - Ann Kling, Library Director
  - 6 applications received thus far (of which 2 are current board members).
  - All person's serving on the interview committee are signed up; but are still waiting for a response from Greeley.
  - Kendra asked Attorney Garcia, if a person owns property in the district, but doesn't live on that property - can they serve on the board? Attorney Garcia responded that in Section 4.2.5 says a person needs to reside at said property.
  - Director Kling will reach out to the Weld RE-4 Superintendent for possible candidates from Greeley.
- Facilities Plan Update - Ann Kling, Library Director

- Construction managers at risk will be in the building tomorrow for a meeting.
- Meeting Tuesday regarding IGA.
- The library does have insurance on the Ash Street Building.
  - Maintenance Personnel, Bob Houle, will be checking on the building weekly.

### New Business

- Item 1 - Approve Hiring of an Architectural Design Firm - Committee
  - 3 firms were interviewed, presentations were viewed with follow up Q&A sessions.
  - Committee recommends hiring RATIO with Dennis Humphries the Principal/Partner at RATIO Architects. [ratiodesign.com](http://ratiodesign.com)
  - Kendra added that the process was well done, lots of questions were asked, and the firms were diligent in their presentations. RATIO stood out over the other 2 firms.
  - Motion by Ronald Dunworth, second by Brian Lampe, to Approve the Hiring of RATIO; motion passed unanimously.
- Item 2 - Procurement Policy - Ann Kling, Library Director
  - Previous policy was adopted in 2018. It's time to revise and update the policy geared towards library work.
  - This policy is structured enough to allow library staff and the board control to manage funds. Kendra agreed that the policy will work well.
  - Rochelle asked about the sole source purchase. Bud responded with an example of how a sole source can be an issue for purchasing. Additional questions were had and further discussion held.
  - Motion by Rochelle Brotsky, second by Brian Lampe, to accept the Procurement Policy; motion passed unanimously.
- Item 3 - Budget and Staffing Assumptions for 2022 - Ann Kling, Library Director
  - Director Kling reported that the budget is looking better than was projected in 2020. However, with the building projects money may not be able to be put into reserves this budget year. Any new costs from new buildings will be incurred and will be planned for.
  - Director Kling talked through anticipated expenses and additional staffing that is needed.
    - Additional staff is needed to fill open positions and new positions as the district moves forward with the Admin Hub, the Windsor-Severance Building, and the Severance Building.
    - Most of the proposed positions were recommended by the salary and organization study completed by Segal in early 2020.
  - Ronald added that the reserves are already planned to be used for the upcoming projects via the Building Fund. The reserves will not be used to keep things running – they are for the projects. Ronald also said that he supports Ann and her staff with their needs regarding additional staffing. Ronald asks that each board member meet with Ann to go over the budget and the staffing needs.
  - Kendra agreed and said that it is time to increase staffing and that the board knew this was coming and with its current small staff, that it's time to get going.
- Item 4 - Report on Colorado Assn of Libraries Annual Conference - Casey Lansinger-Pierce, Public Services Manager and Bud Hunt, IT/Technical Services Manager

- Adult Librarian, Jennifer Bradley, and Adult Services Assistant, Jennifer King, were very happy to be able to attend the conference and meet up with fellow colleagues.
- Early Literacy Librarian, Andrea Cleland, presented alongside three colleagues. Their presentation was Let the Children March... in Library Programs: Anti-Bias Versus Multicultural Education. The Colorado State Library has asked that this presentation be turned into a Webinar.
- Technical Services Assistant, Aimee Moore, participated in a Lightning Talk, and her topic was Data Makeover.
- Casey and Bud spoke enthusiastically about the sessions they each attended. Bud reported that the conference was Hybrid; which was nice for attendees.
- Kendra added that this conference is such a great way to learn about library work and trustee work, too.
- Item 5 - Affirm Vote Taken to Set Terms for Board Openings - Ann Kling, Library Director
  - Director Kling said that before posting announcements, the board needs to decide on terms. It was discussed at the last regular board meeting. There will be 2 terms that are 3 years and 1 position that is 2 years.
  - Attorney Garcia spoke of 4.4.3.3 which was amended, and the updated amendment was emailed to board members. Board members passed the resolution via email.
  - Ronald asked if the 2-year term would count toward the term limit. The standard term is 3 years. Kendra suggested that when the position is offered that it is explained to the applicant that it will then be a 3-year term once the 2-year term has been concluded.
  - Motion by Ron Clark, second by Rochelle Brotsky, to Affirm Voting of Set Terms for Board Openings; motion passed unanimously.
- Item 6 - Discuss/Agree on an Evaluation Process for the Director
  - Kendra spoke with Rochelle about the current evaluation process. She feels this is outdated. Kendra reached out to Employers Council and received Multifactor 360 Feedback Surveys. Employers Council can handle the evaluation, create a report, and debrief the board. Kendra explained the costs.
    - Kendra will send this information to board members to review as an option. Other ideas she proposed were to possibly use Survey Monkey and/or ask Director Kling to solicit other libraries about their process, forms, and questions.
    - Ronald agrees that the current process needs to be updated.
  - Rochelle added that the current process is not anonymous. It is low tech. It is open ended. She thinks the board can do better.
  - Attorney Garcia says a liaison may be able to provide input. Attorney Garcia will review the process and get back to board.

**Upcoming Agenda**

First Reading of the Budget

Hiring Construction Manager At Risk

Internet Safety Policy

Privacy Policy



Copyright Policy  
Materials Policy  
Executive Session

**Adjourn**

Motion by Ron Clark, second by Brian Lampe, to adjourn; motion passed unanimously. The meeting adjourned at 7:07pm.

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, 5:30 p.m., Thursday, October 28, 2021 – Hybrid (Hybrid, via Zoom).

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Kendra Adams called the meeting to order at 5:31 pm.

### **Roll Call**

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, Secretary Brian Lampe, Board Member Ron Clark(joined the meeting at 5:35)

Absent: Library Board Alternate, Frank Baszler

Staff: Library Director Ann Kling, IT/Tech Services Manager Bud Hunt

### **Review of Agenda**

No changes were made.

### **Public Input**

Nothing at this time.

### **New Business**

- Item 1 - Approve Hiring of a Construction Manager at Risk firm.  
The Design Advisory Group, made up of Board members, Kendra Adams and Ron Dunworth and staff, Ann Kling, Bud Hunt and Casey Lansinger-Pierce recommend Fransen and Pittman based on their experience with the district and their commitment to the project. Four firms responded to the RFP. Two firms were short-listed and interviewed. The decision of the committee, while not unanimous, was overwhelmingly in favor of Fransen Pittman.
  - Motion by Ron Dunworth, second by Brian Lampe , to approve the Hiring of Fransen Pittman as Construction Manager at Risk ; No further discussion. The motion passed unanimously.

### **Adjourn**

Motion by Brian Lampe , second by Ron Dunworth , to adjourn; motion passed unanimously. The meeting adjourned at 5:39 pm.

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### **Upcoming Meetings**

- Board of Trustees Regular Meeting, 5:30 p.m., Thursday, October 28, 2021 – Hybrid (Hybrid, via Zoom).

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*



## **Budget Message – 2022 Draft Budget** *Clearview Library District*

October 15, 2021

Dear Clearview Library Board of Trustees and Clearview Library District Taxpayers:

It is my pleasure to submit to you our 2022 draft budget. This budget was prepared by the library director with input from the Clearview Library District management team and financial assistant.

In 2022, the library district will be embarking on three capital projects as outlined in the Facilities Plan adopted by the library board in April, 2021: to purchase and renovate an office building to serve as a central services hub, to renovate the current library on Third St. in Windsor in order to provide expanded space for the public and staff and to build a branch library in Severance. The library district began working on the projects in 2021 by purchasing an office building in Windsor, hiring an owner's representative, an architectural design firm and a construction manager at risk. The bulk of the work is anticipated to be done in 2022 and will incur significant costs for the district. To fund the projects without an increase in the mill levy, the district will be seeking lease financing and will use reserve funds.

### **Revenue**

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2022 budget cycle is \$1,168,940,843, which will generate \$4,145,064 in property tax revenue for the library district.

Revenue from sources other than property taxes totals \$232,914. The total anticipated operating revenue for the Clearview Library District for 2022 is \$ 4,377,978. This represents an 11% decrease from 2021 revenue.

The library district has engaged the firm of Piper Sandler to assist in obtaining a lease of \$5,317,000 to fund the three capital projects outlined above



## Highlights of Expenditures

Operating expenditures for the district are comprised of Bookmobile Costs, Building Costs, Capital Outlays, County Treasurer's Fee, Electronic Databases, Materials, Operating Supplies, Other Expenses, Programming, Public Relations, Salaries and Related Expenses, and Software/Technical Support. Projected operating expenditures for 2022 are \$668,545 more than the 2021 budgeted expenditures. This increase can be attributed to the lease payment, added positions, higher health insurance costs, marketing costs, ematerials, the purchase of a courier van and the additional costs associated with operating the central services hub.

**Salaries and Related Expenses**, \$2,573,050 or 59% of the district's projected expenditures. In 2019, the library district engaged The Segal Group, Inc. to conduct a competitive compensation and organizational study for the district. To adequately provide administrative infrastructure and span of controls for our current organizational needs, the study recommended five new positions and two repurposed positions. With the exception of the Communications Specialist, these positions remained unfilled in 2020 and 2021 due to cut-backs in operations and services as a result of COVID-19.

The positions recommended by The Segal Group, Inc. are more critical now than ever, as we emerge from the pandemic fully operational, as well as begin to implement the 2021 Facilities Plan. Over the course of the next three years, our district will transform from a one-building organization, to a two-branch system supported by a central services hub with more facility growth to come.

As we expand our physical capacity, it is imperative that we invest in our human infrastructure, as well. To continue to provide outstanding service to our community and maintain efficient and effective operations, as good stewards of taxpayers' dollars, we must strategically begin this investment now.

The following positions are included in the 2022 draft budget: Office Manager, Children's Librarian II, Technical Services Supervisor, Courier Driver - part-time, Customer Service Lead - part-time, Digital Communications Co-coordinator - part-time, and a Development Officer - part-time. These positions will be phased in throughout the year.

Health insurance costs continue to rise. The district is currently exploring options for lower cost health insurance.



**Capital Outlays**, \$105,000 or 2% of the operating budget. Included in this cost for 2022 is the purchase of a courier van to move materials and supplies from the central services hub to the library buildings. The Third St. library will also have its outdated security cameras replaced.

**Materials**, \$387,000 or 9% of the operating budget, include adult and children's books, dvds, cds, audiobooks, video games, ematerials, downloadable music, audiobooks, movies and tv shows as well as explore kits. The library district continues to see an increase in the use of ematerials and streaming services. The district will be increasing its collection of children's ematerials to support the school district. The circulation of physical materials has returned to near pandemic numbers and remains strong.

**Public Relations**, \$98,400 or 2% of the operating budget. In mid-2020, the library district hired a communications specialist to oversee the library district's marketing and public relations. Having a professional in this key position has provided the district with insight into the most effective ways to convey the library district's message, to refresh the library's brand and website and more. The increased budget will allow the district to advertise in local publications that reach old and new residents, create video films to be used in marketing, maintain the website and produce high quality printed material.

**Software/Tech Support**, \$160,750, 4% of the operating budget. Included in this category are computer equipment and supplies, software licenses, and maintenance costs for the integrated library system and other systems, such as print management.

**Lease Payment**, Estimated \$340, 617 or 8%. Annual payment on an anticipated lease agreement to build the Severance branch library.

**Capital Projects**, \$7,768,912. The total estimated costs for the three capital projects outlined above is \$8,667,530. The district anticipates that most of the costs will be incurred in 2022. The district held a kick-off meeting with two library board members, the management team, the owner's representative, the architectural design team and the construction manager at risk on Thursday, Oct. 14. The anticipated breakdown by project of the costs is,

- **Severance Branch - \$7,111,000**
- **Windsor Severance Library renovation - \$833,327**
- **Central Services Hub (Ash St.) - \$723,204**

The district will use reserve funds in addition to a lease to fund the projects.



# Clearview Library District

## 2022 Draft Budget

Oct. 2021

Row Labels	2021 Estimated	2021 Budget	2022 Budget
<b>Revenue</b>			
General property tax	\$4,629,022	\$4,652,026	\$4,145,064
Other revenue	\$886,747	\$47,407	\$22,914
Specific ownership tax	\$232,744	\$210,000	\$210,000
COP/Lease			\$5,317,000
<b>Revenue Total</b>	<b>\$5,748,514</b>	<b>\$4,909,433</b>	<b>\$9,694,978</b>
<b>Expense</b>			
Bookmobile costs	\$10,455	\$25,400	\$19,500
Building costs	\$81,335	\$108,500	\$118,270
Capital outlays	\$744,666	\$304,000	\$105,000
County treasurer's fee	\$82,328	\$69,780	\$62,176
Electronic Databases	\$17,172	\$27,000	\$27,000
Materials/periodicals	\$247,055	\$343,500	\$387,000
Operating supplies	\$30,742	\$40,000	\$50,000
Other Expenses	\$156,091	\$268,442	\$277,215
Programming	\$34,813	\$58,000	\$59,000
Public relations	\$13,661	\$67,915	\$98,400
Related expenses	\$396,933	\$473,918	\$557,782
Salaries	\$1,525,888	\$1,727,478	\$2,015,268
Software/tech support	\$95,275	\$95,500	\$160,750
Lease Payment			\$340,617
Capital Projects Expense			\$7,768,912
<b>Expense Total</b>	<b>\$3,436,416</b>	<b>\$3,609,433</b>	<b>\$12,046,890</b>
<b>Transfers</b>			
Transfer to Reserve Funds	\$0	\$1,300,000	\$0
Transfer from Reserves			\$2,351,912
<b>Transfers Total</b>	<b>\$0</b>	<b>\$1,300,000</b>	<b>\$2,351,912</b>
<b>Net Income</b>			
<b>Net Income</b>	<b>\$2,312,098</b>		<b>\$0</b>



The public is invited to virtually attend the first reading of the 2022 budget at 5:30pm, October 28, 2021 at the regular meeting of the library board.

Respectfully submitted,  
Ann Kling, Library Director  
October 15, 2021

OCTOBER 28, 2021

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# First Reading of the 2022 Budget



# Clearview Library District

# Mission

- **Cultivate Curiosity**
- **Enlighten the Mind**
- **Strengthen the Community**



# Vision

*We aspire to be a launching point for discovery — creating innovative and adaptive spaces where everyone can explore, imagine, create, and learn on the path of lifelong learning to improve ourselves and our communities.*



# Focus Areas

**Foster Early Literacy** *We believe that literacy is a key component to learning and future success. We work to cultivate a love for lifelong learning in the children of our community through essential aspects of early literacy, such as reading, writing, singing, playing, and talking.*

**Build Connections** *We believe that social connection is critical to growing, learning, and contributing to stronger communities by building bridges across generations, cultures, ideas, and beliefs to support learners of all ages.*

**Inspire Lifelong Learning** *We believe that learning and exploration are essential parts of our shared human experience. These happen in many ways, at different paces, and last a lifetime. We strive to engage individuals of all ages and interests in wondering and discovering what was, what is, and what's to come.*





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# 27,639 residents

- Severance
- West Greeley
- Windsor

Source: *Library Research Service*



# Key Performance Indicators

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- Patrons Served
- Items Circulated
- Programming



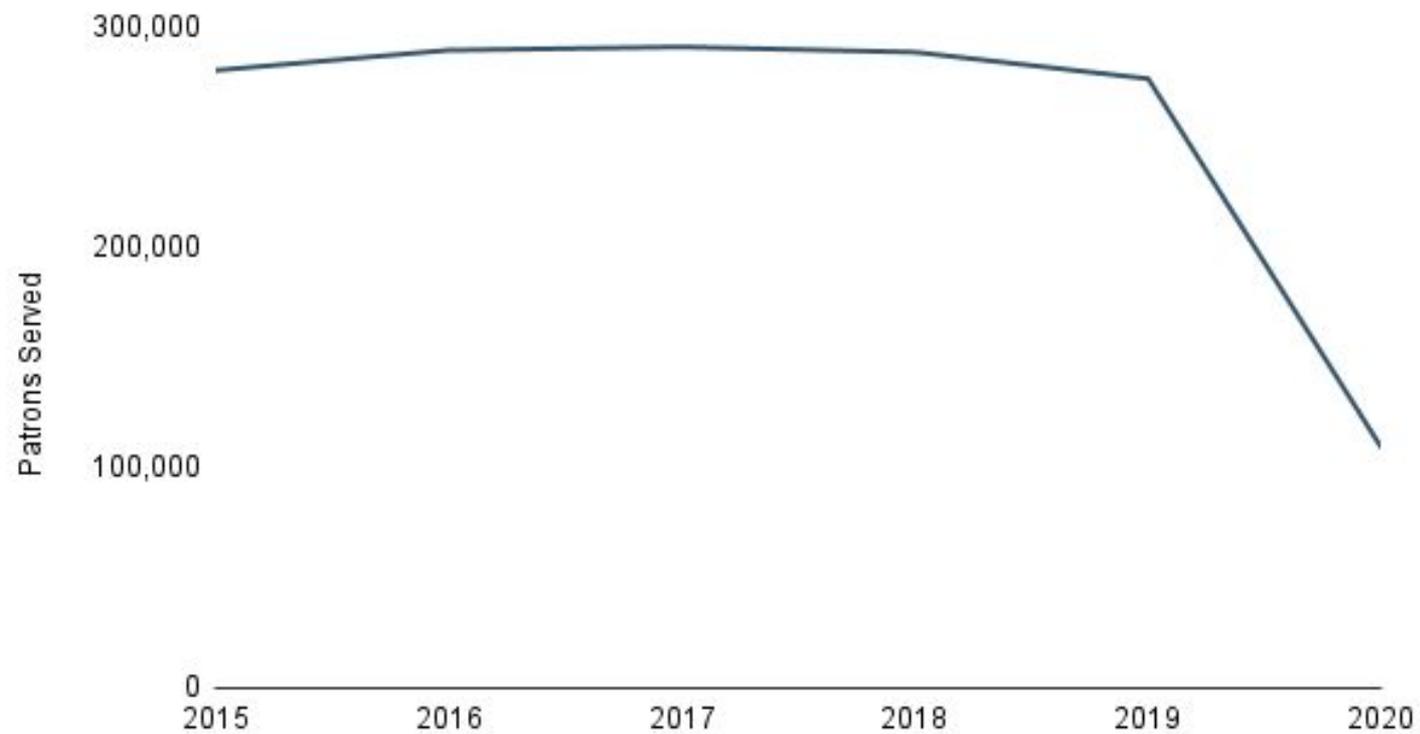


# Patrons Served

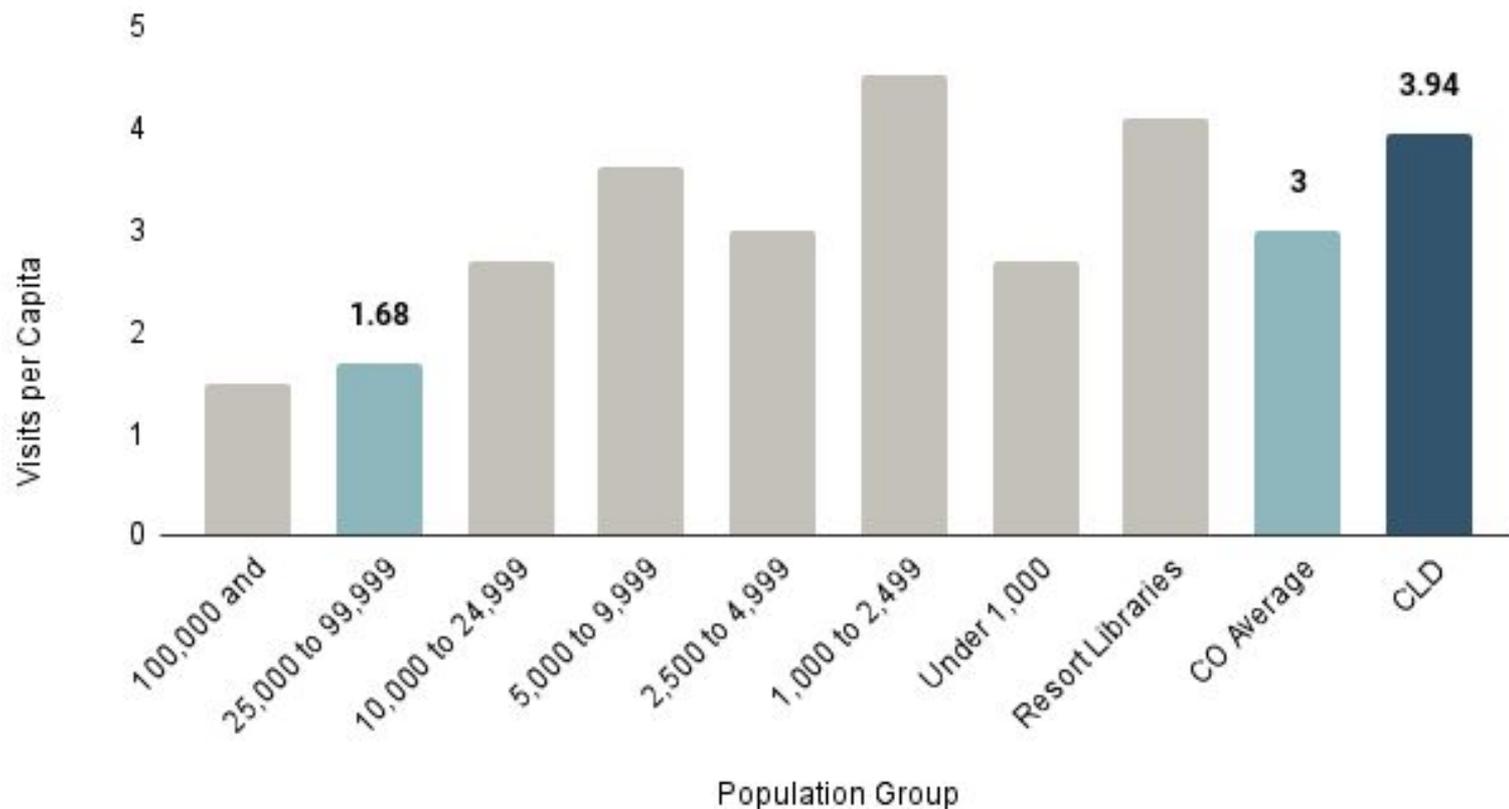
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**In the Library, On the Bookmobile,  
At Outreach Events**

## Patrons Served



## Library Visits Compared to Other Colorado Libraries in 2020



# Books and More



Children's Books

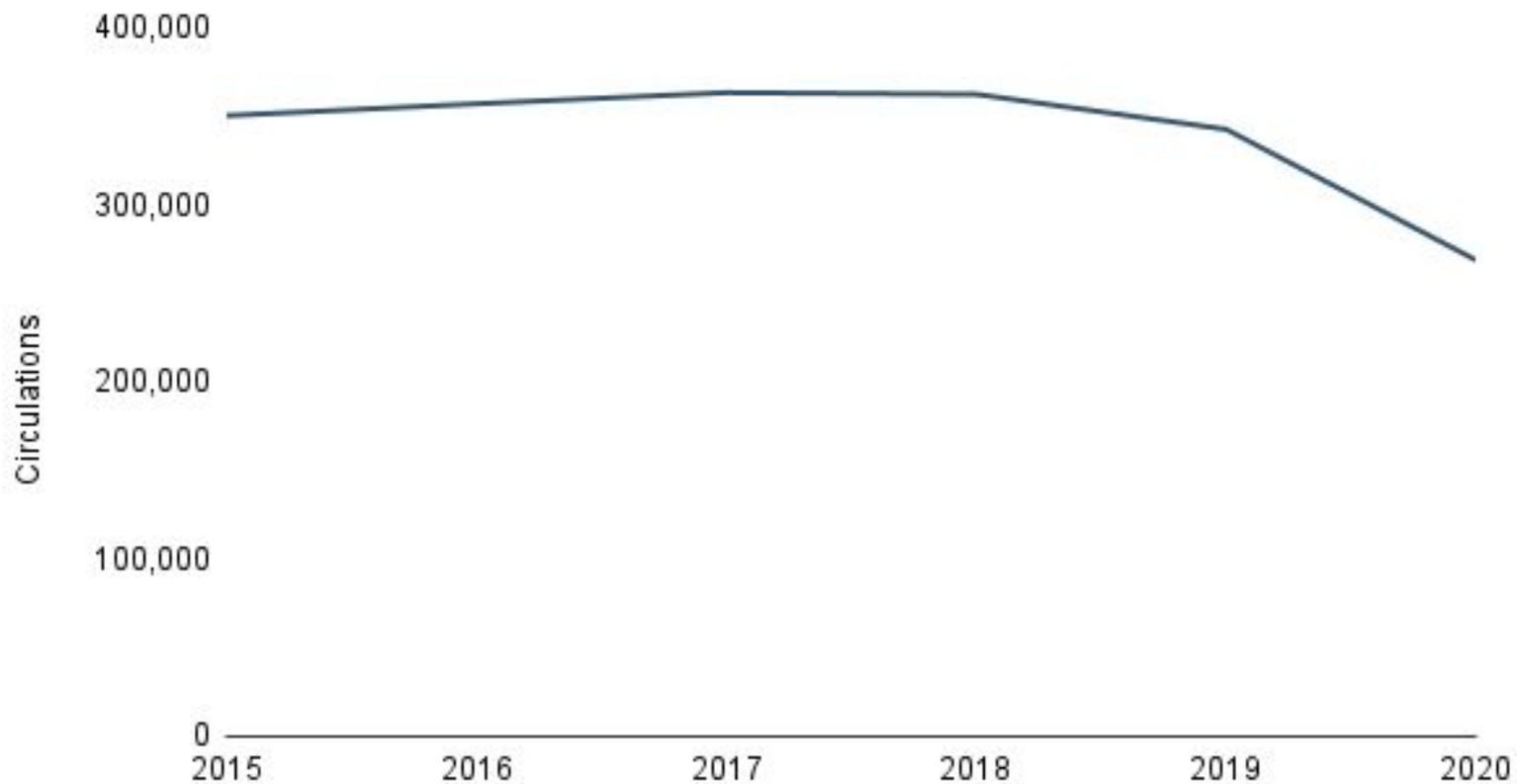


More

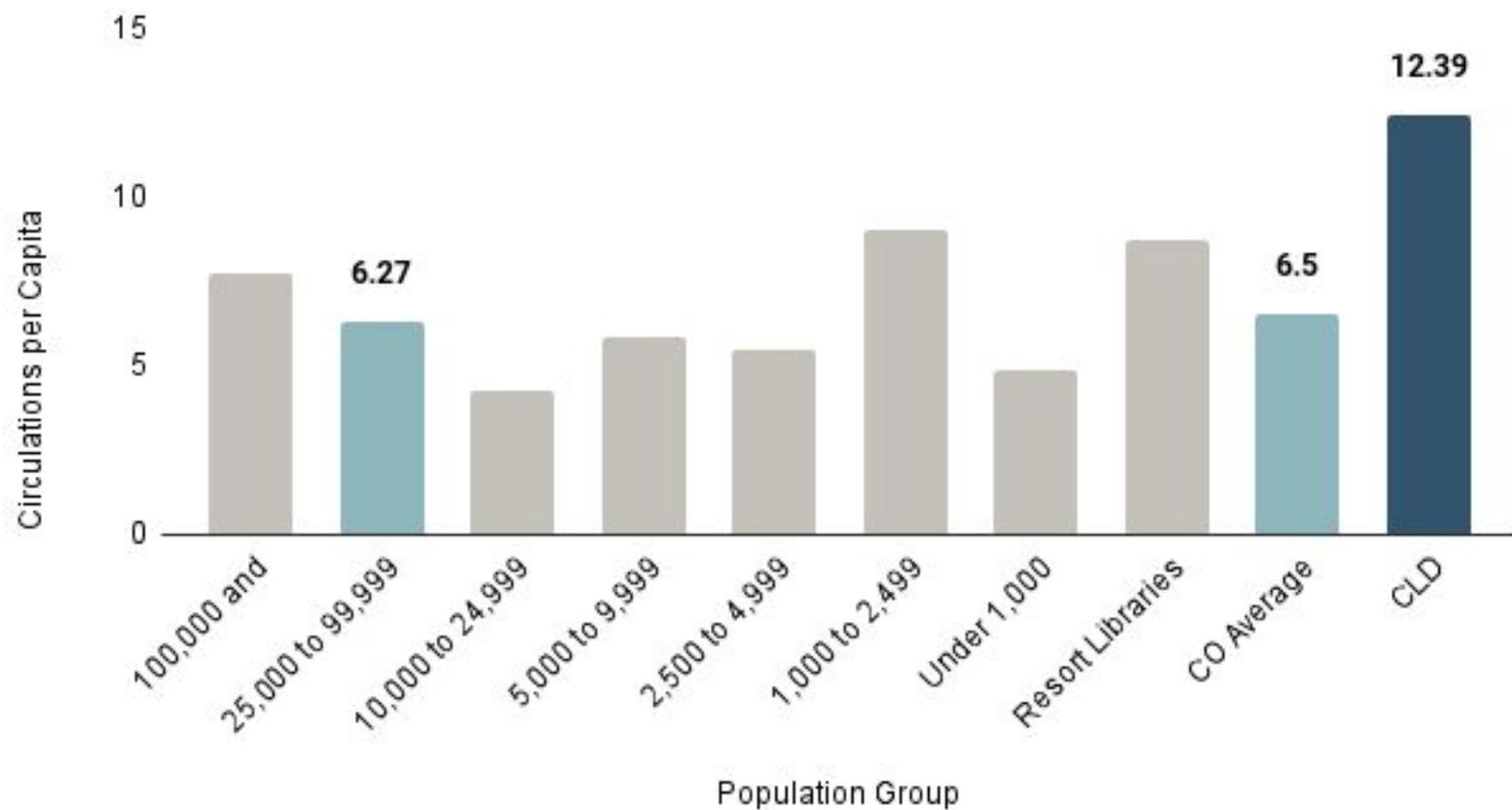


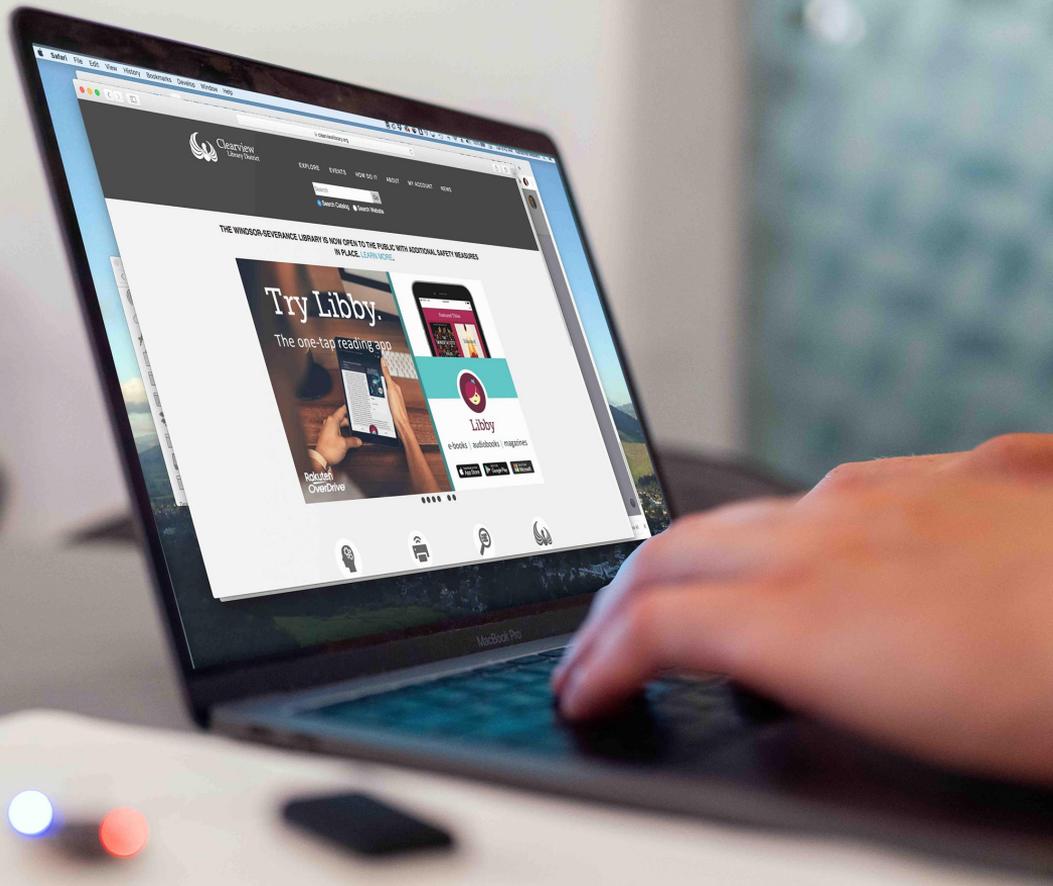
Adult Books

## Physical Items Borrowed



## Circulation Compared to Other Colorado Libraries in 2020

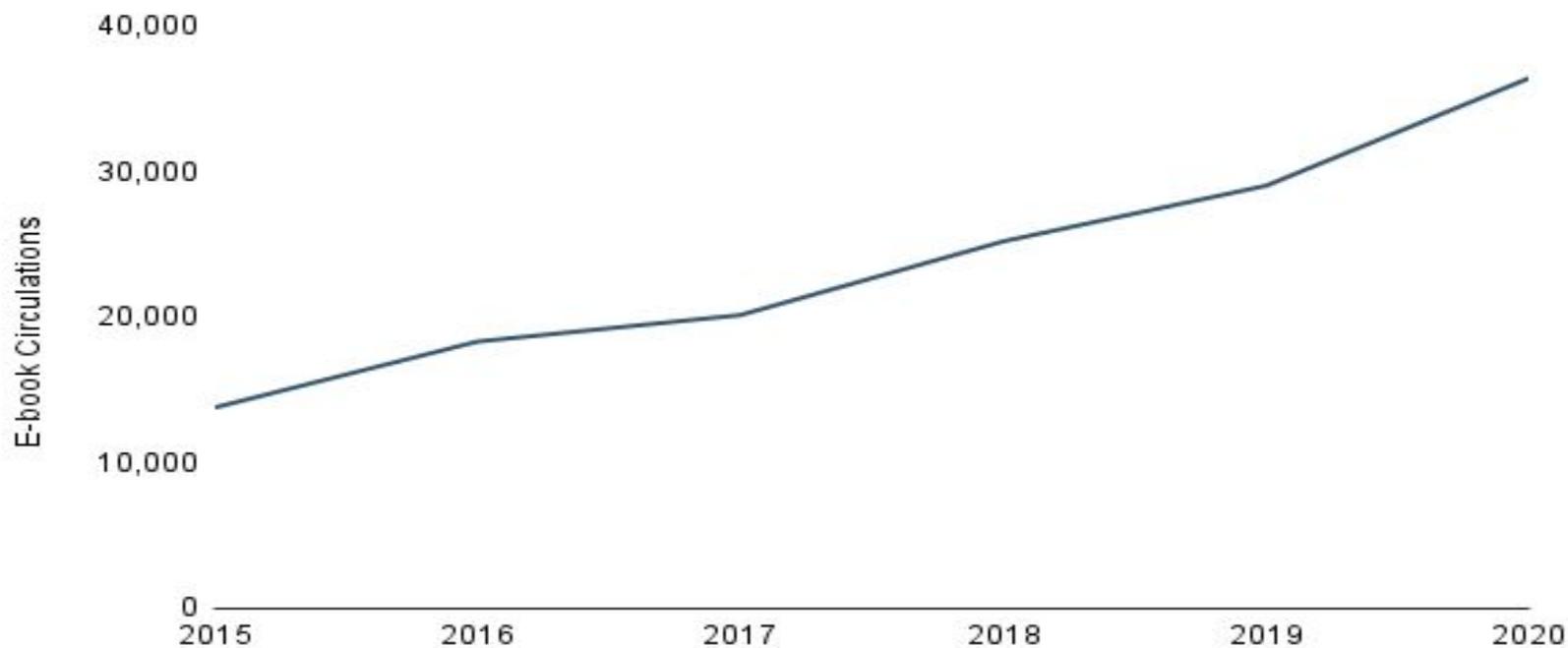




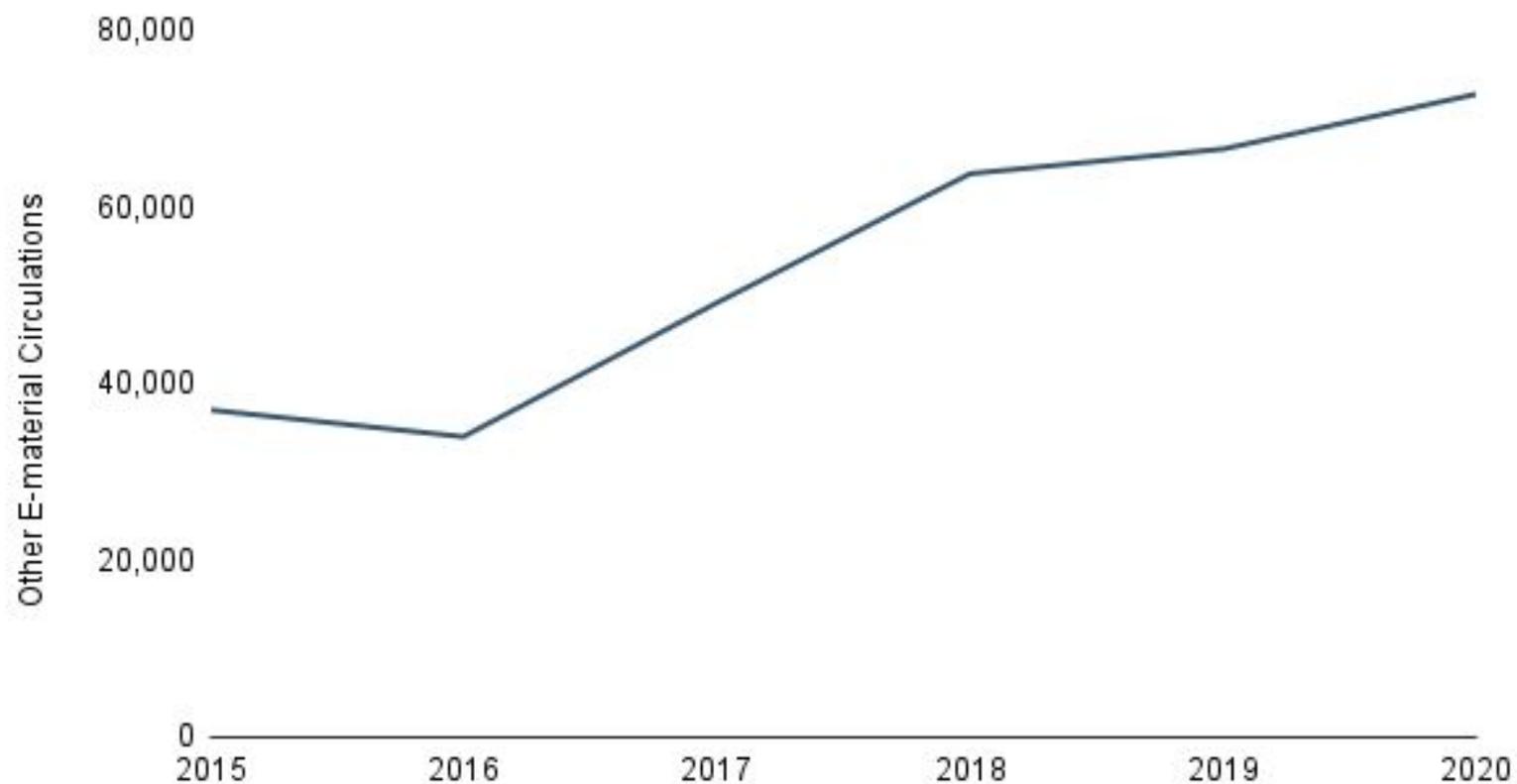
# Digital Materials

Downloads and Streaming

## E-book Circulations



## Other E-material Circulations



# Programming



Children

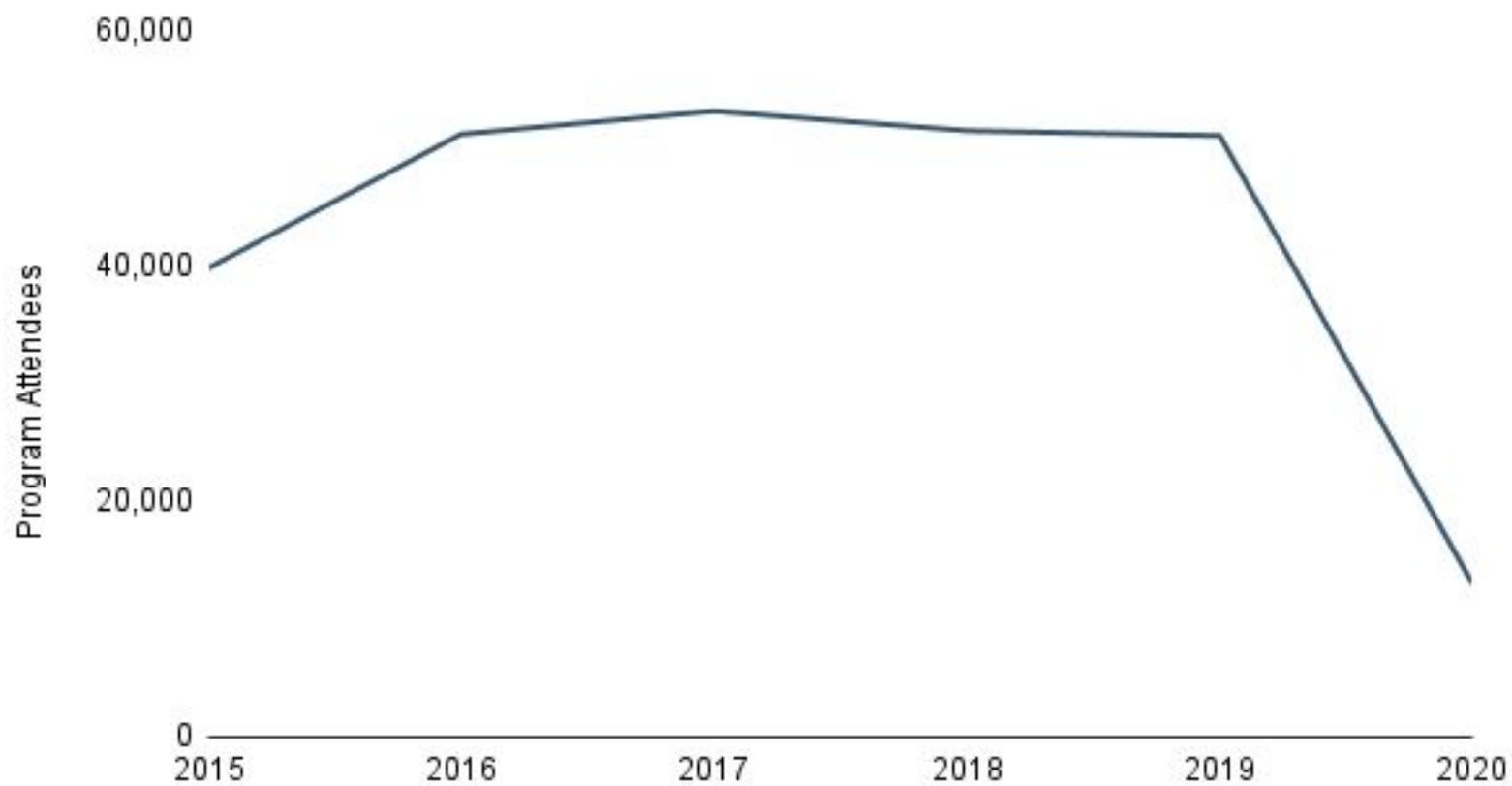


Teens

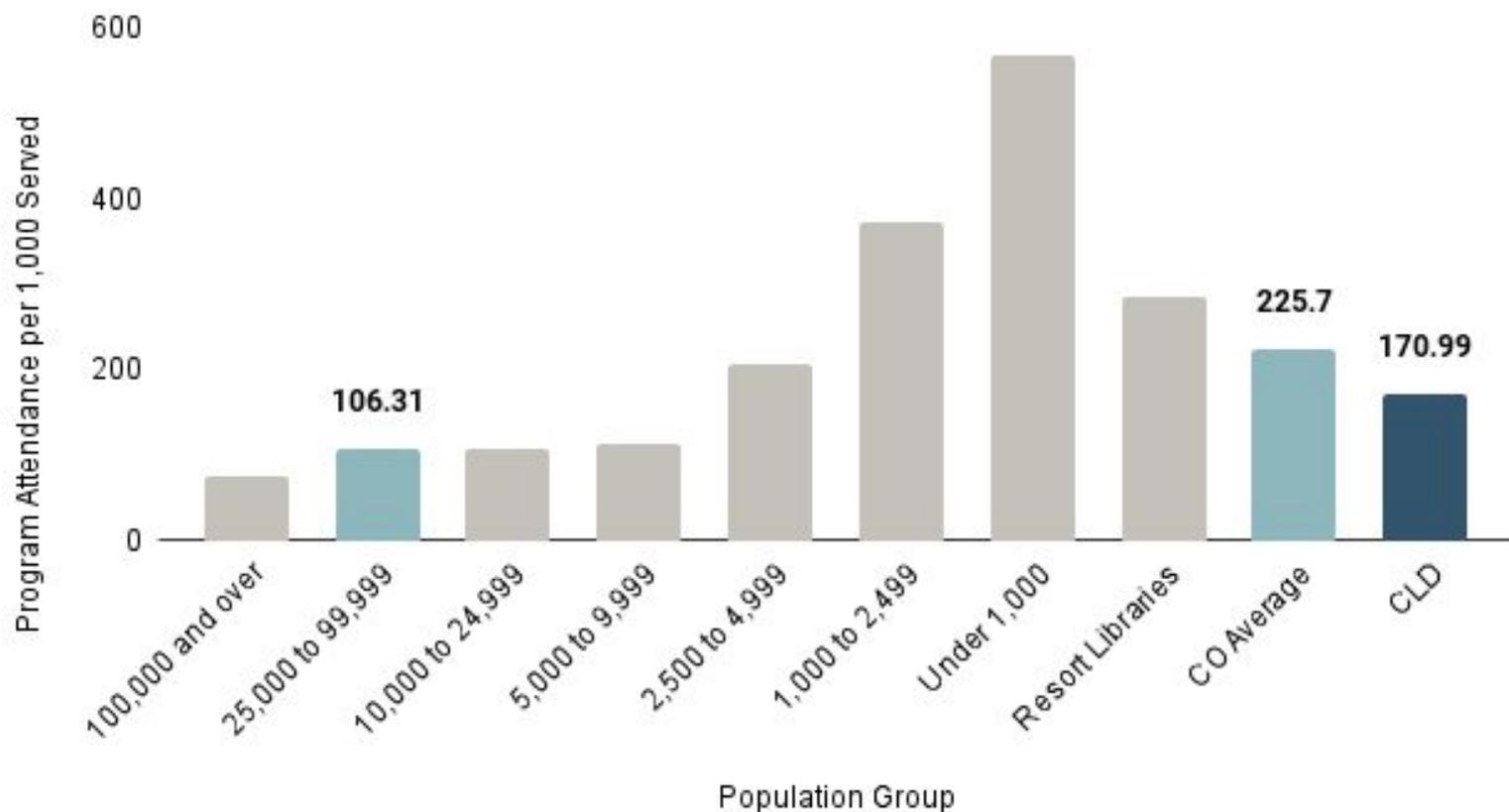


Adults

## Program Attendance



## Program Attendance Compared to Other Colorado Libraries in 2020



# 2022 Budget Overview

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# 2021 Budget



As of September 30, 2021,

- 116% of revenue received
- 78% of budgeted expenses

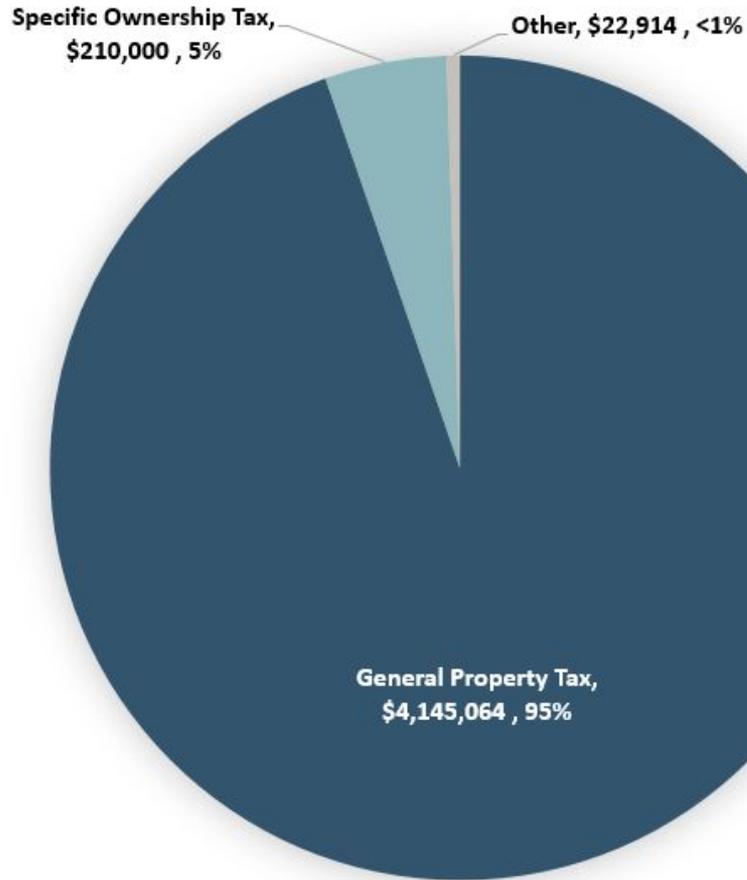
Delinquent taxes from 2020 were received along with interest.

Expenditures include the purchase of the Ash St. property.



**2022 Revenue**

# Revenue



# How Taxes Are Calculated



Taxes

=



Assessed Value

x



Mill Levy Rate



Assessed Value

=



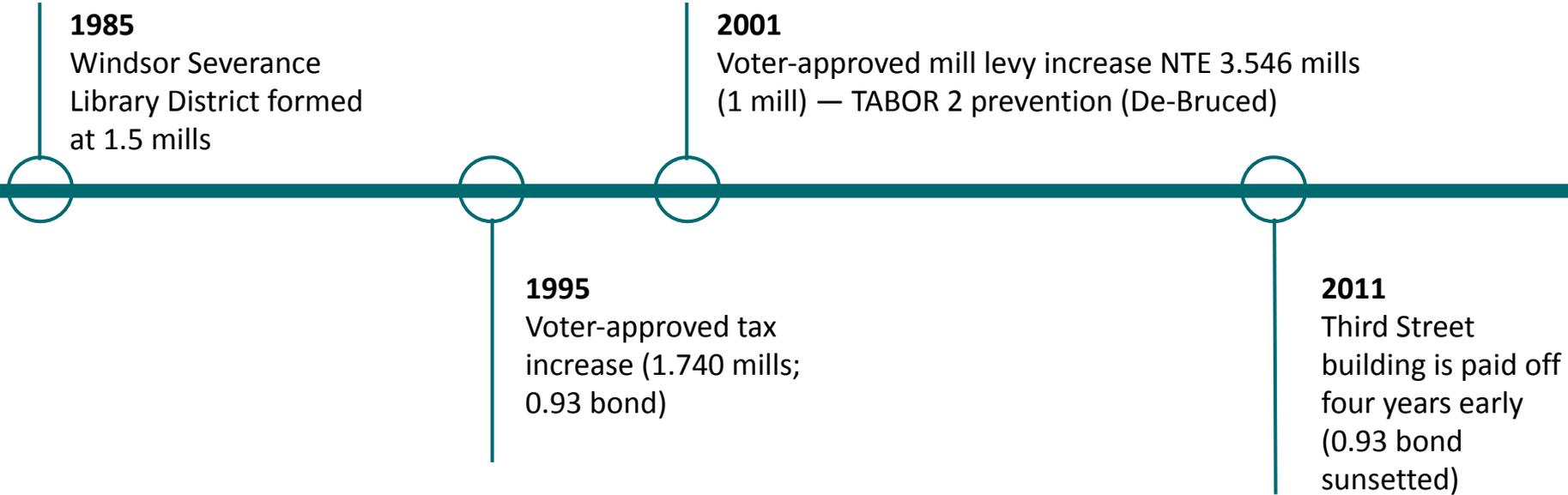
Home Value

x



Assessment Rate

# Mill Levy Timeline



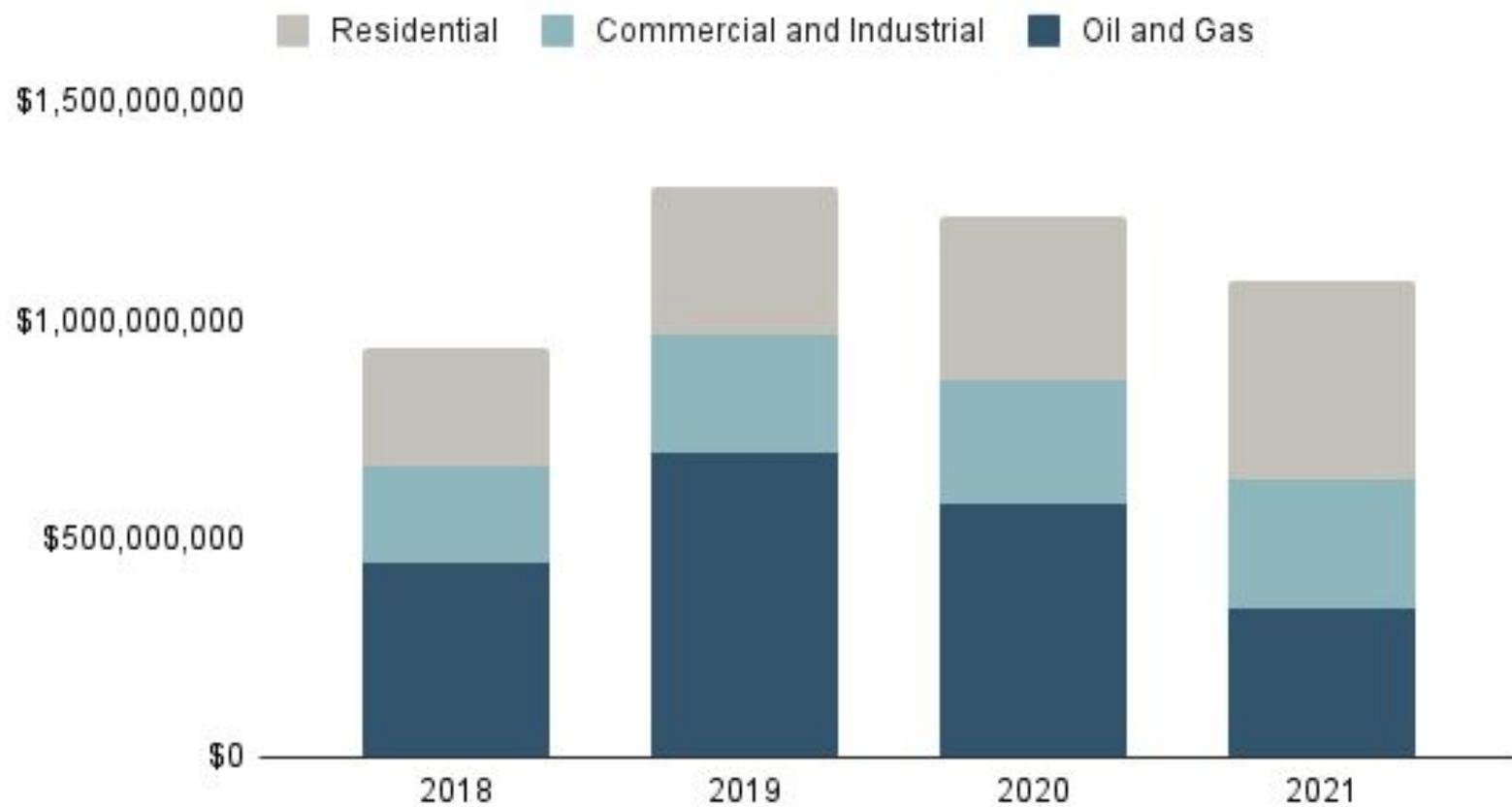
**3.546%** Current Mill  
Levy Rate

# Top 10 Taxpayers for 2021

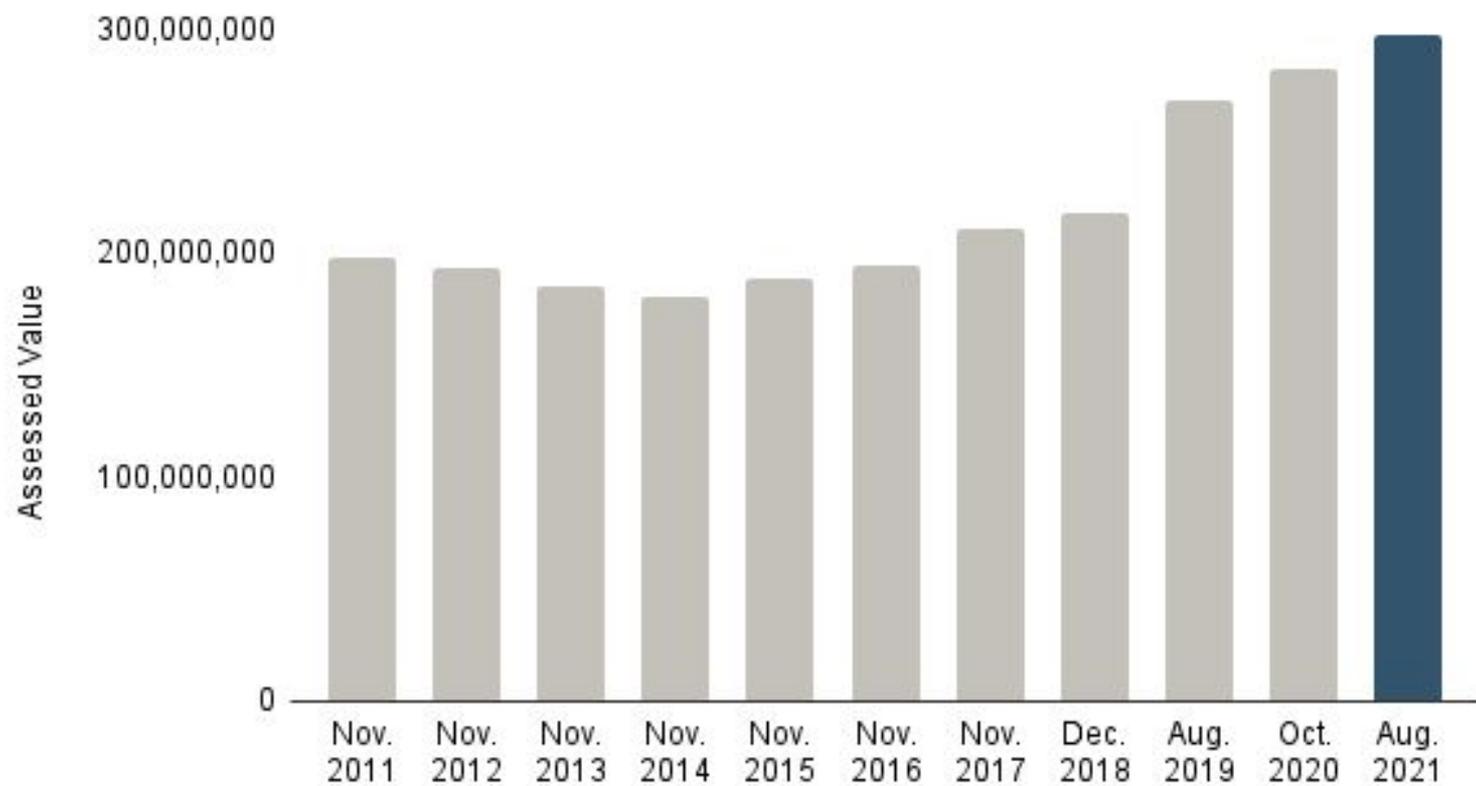
1.	PDC ENERGY INC (KEA)	\$259,476,350
2.	EXTRACTION OIL & GAS LLC	\$194,991,700
3.	GREAT WESTERN OIL & GAS CO LLC	\$80,978,640
4.	VESTAS BLADES AMERICA INC	\$36,515,700
5.	PUBLIC SERVICE CO OF COLO (XCEL)	\$15,245,390
6.	JDM II SF NATIONAL LLC	\$15,153,810
7.	CARESTREAM HEALTH INC	\$14,279,850
8.	BROCKWAY GLASS CONTAINER INC	\$11,646,080
9.	DCP OPERATING COMPANY	\$9,167,160
10.	OWENS-BROCKWAY GLASS CONTAINER INC	\$7,951,700

*Source: Weld County Assessor's Office*

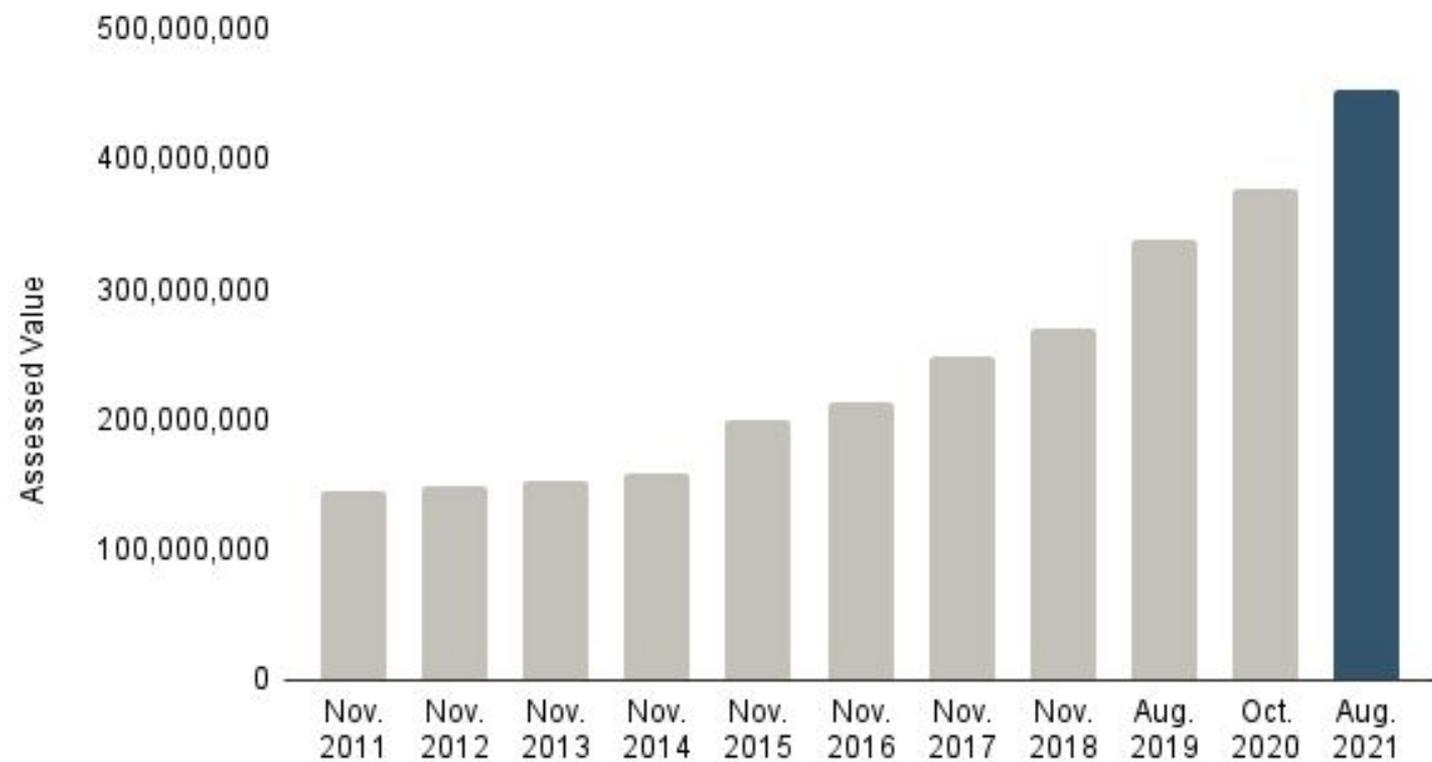
## Assessed Values Over Time



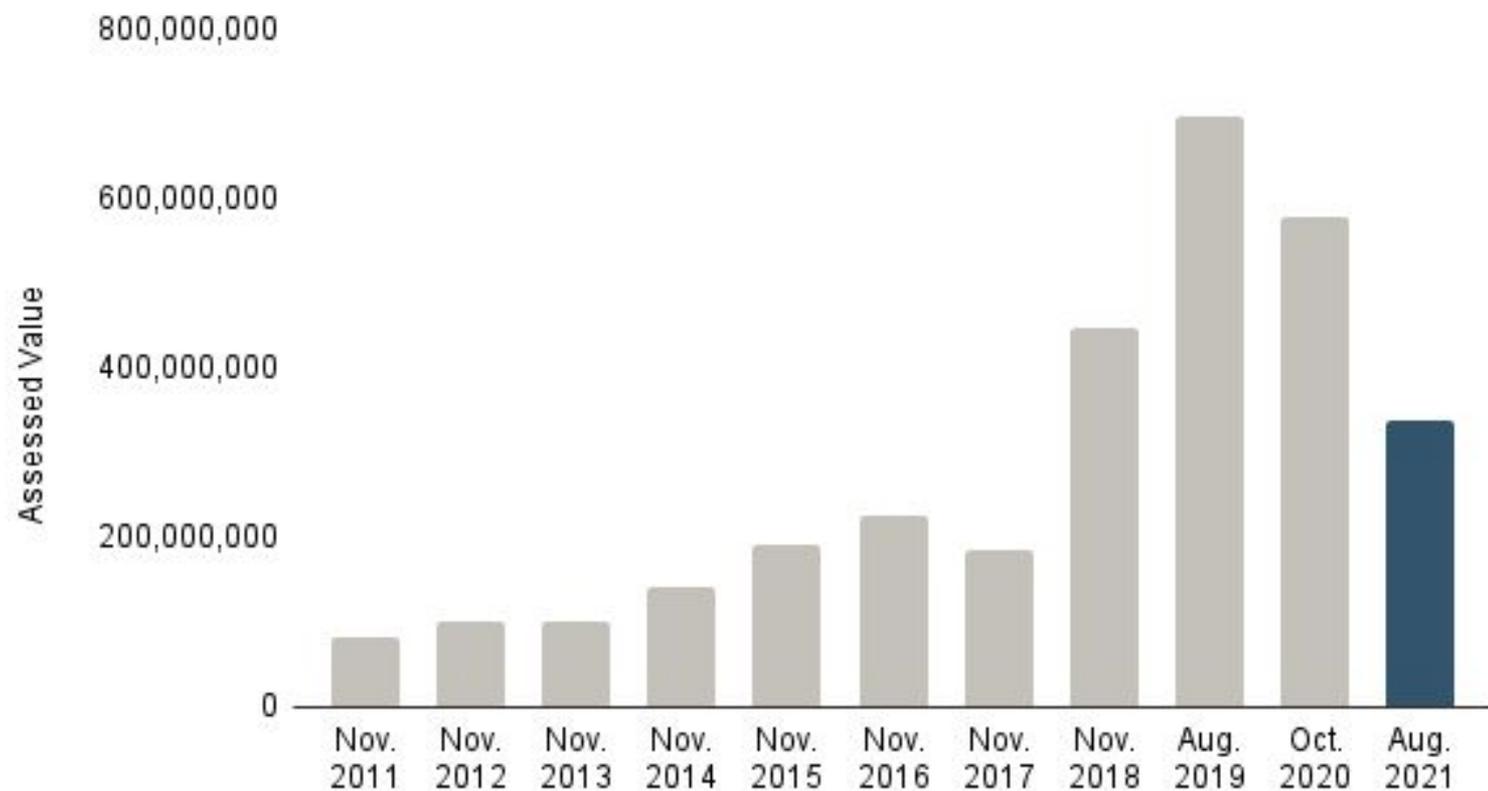
## Commercial and Industrial Assessed Value



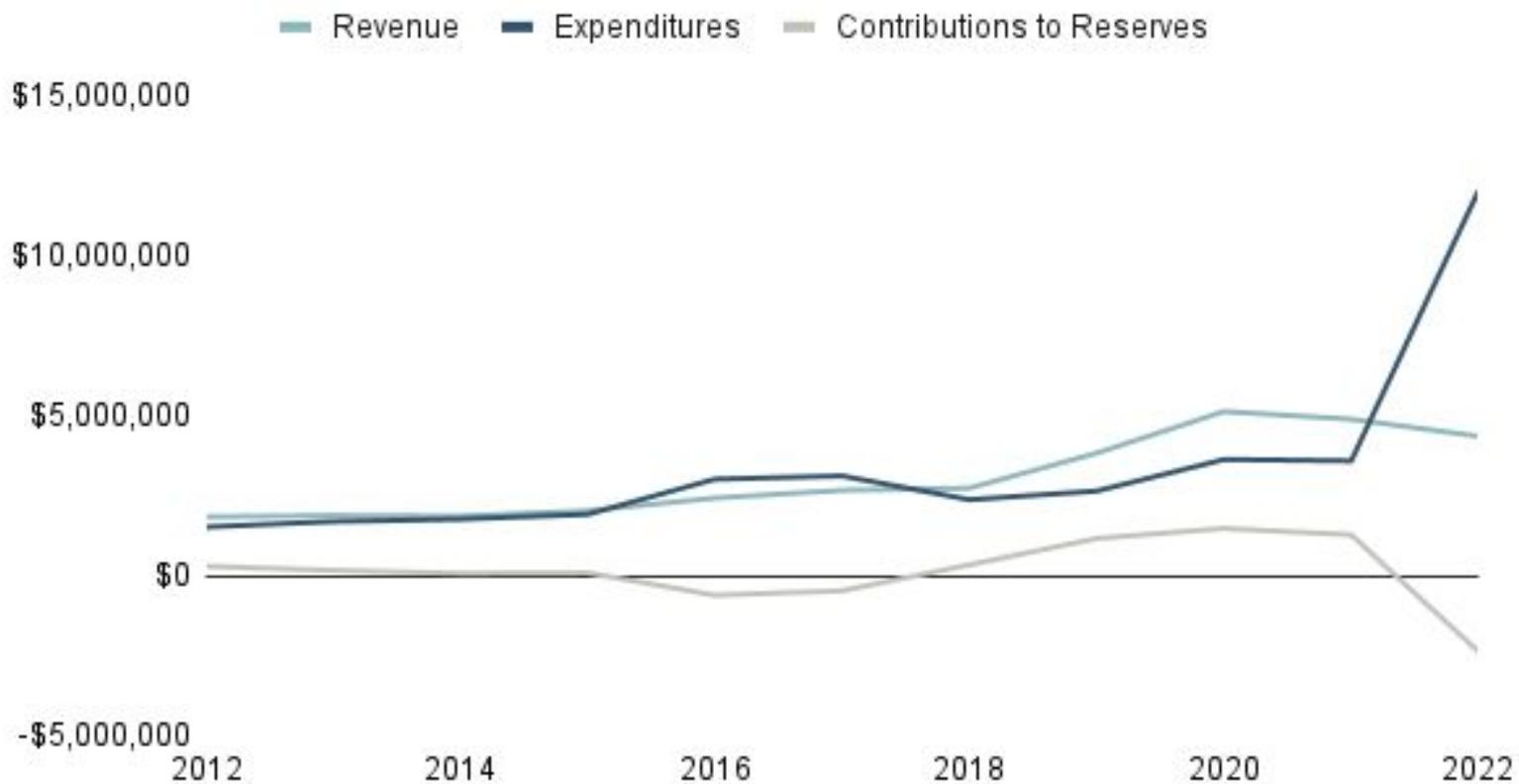
## Residential Assessed Value



## Oil and Gas Assessed Value



## Revenue, Expenditures and Contributions to Reserves



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# Current Assets

## Colorado Trust

- Operating: \$2,156,672
- Long Term Building:  
\$3,350,441
- Capital Reserve: \$1,129,387
- General Reserve: \$1,000,231

*Source: Colorado Trust Sept. Statement*

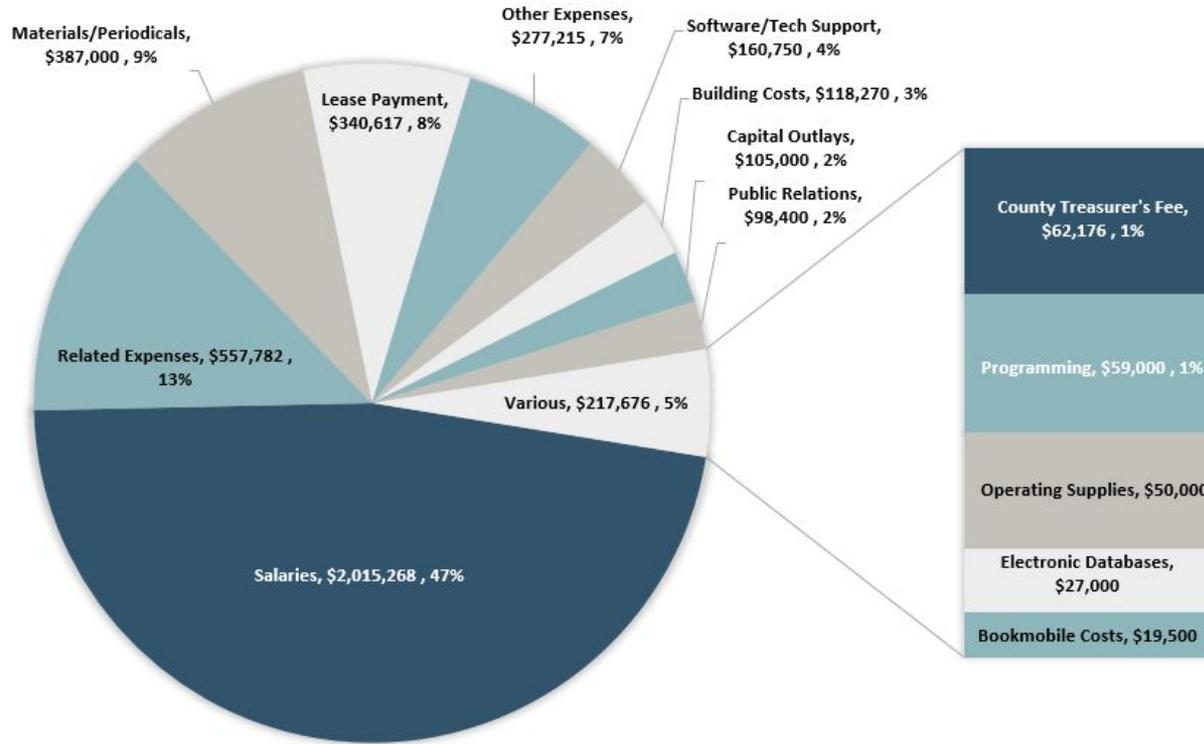
## Property

- 3rd St. Library
- Land on Main St.
- Ash St. Bldg

# Expenditures

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## ESTIMATED 2022 EXPENDITURES

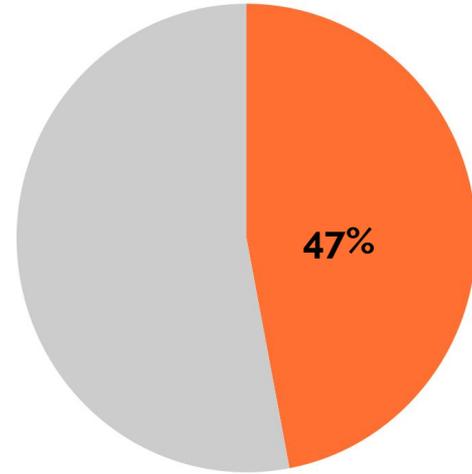


# Salaries - \$2,015,268

- **Full-time**

- **15 in 2021**
- **18 in 2022**

3 additional full-time staff will be added in 2022 to build the staffing infrastructure needed for a multi-branch library.

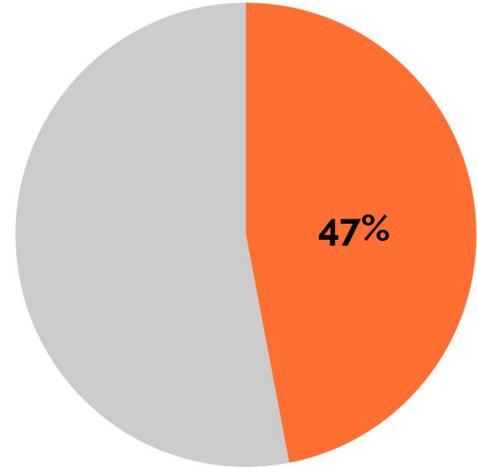


# Salaries - \$2,015,268

- **Part-time**

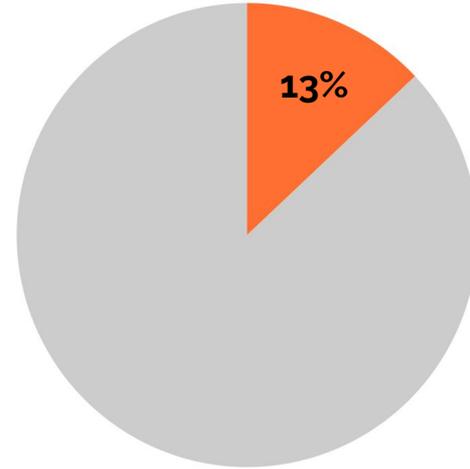
- **28 in 2021**
- **34 in 2022**

6 additional part-time staff will be added in 2022. The district anticipates returning to in-house programming and programming in the schools. A courier driver will be needed to move materials between buildings. A need for additional IT support is anticipated.



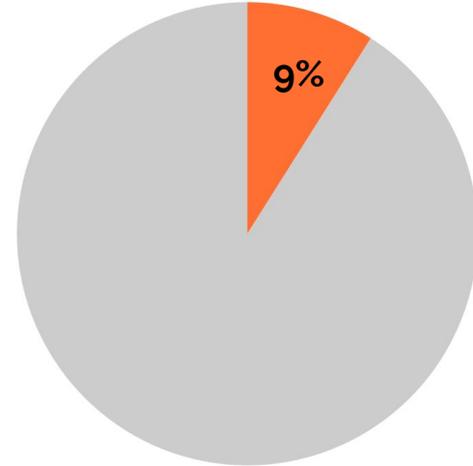
# Benefits - \$557,782

- PERA Contributions
- Health Insurance
- Disability Insurance
- Worker's Compensation
- Life Insurance



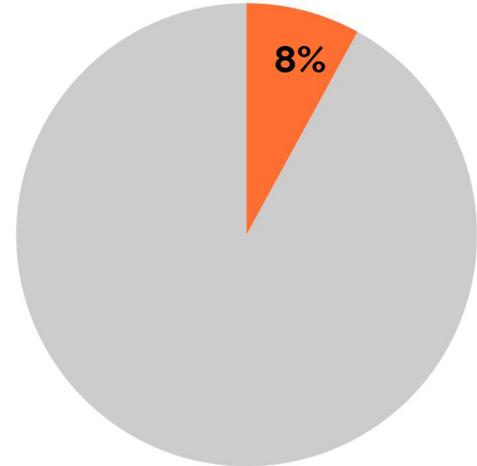
# Materials - \$387,000

- Books
- Media
- Magazines
- Explore Kits
- Ebooks
- Ematerials



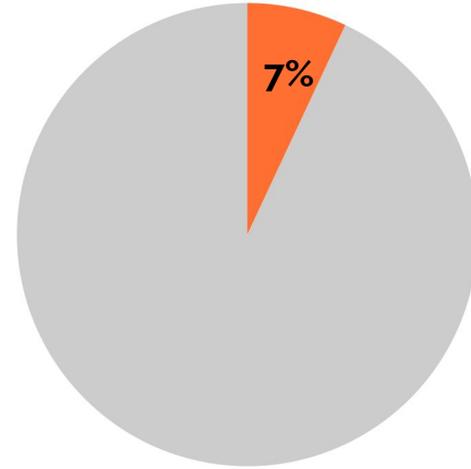
# Lease Payment - \$340,617

Annual Lease Payment  
For the Branch in Severance



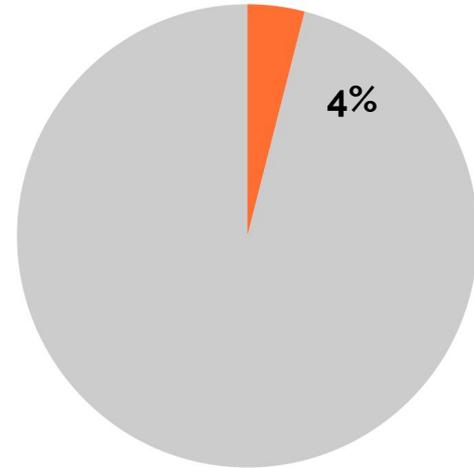
# Other Expenses- \$277,215

- Auditor Fees
- Bank Fees
- Copy Machine Lease
- Dues
- Internet Service
- Legal Fees
- Staff Development



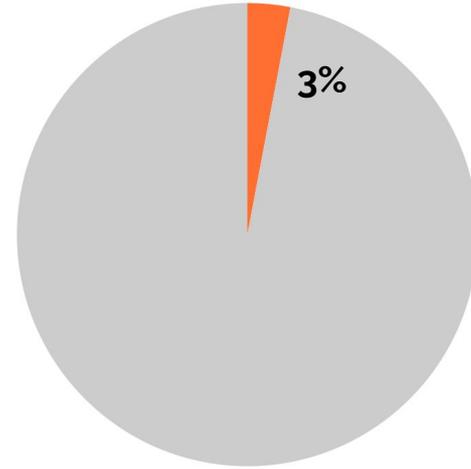
# Software/Tech Support - \$160,750

- Vendors that supply systems (ILS, Self checkouts, etc.)
- Technology Hardware
- Software Licenses



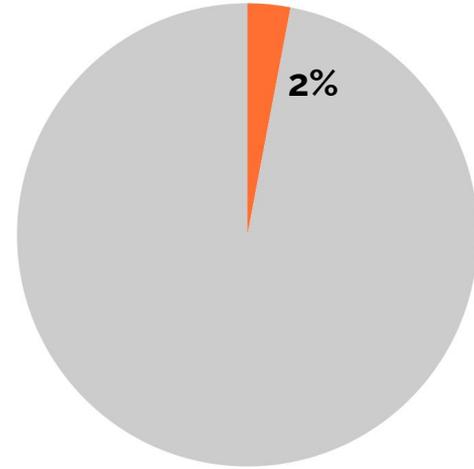
# Building Costs - \$118,270

- Utilities
- Insurance
- Cleaning Service
- Repairs and maintenance



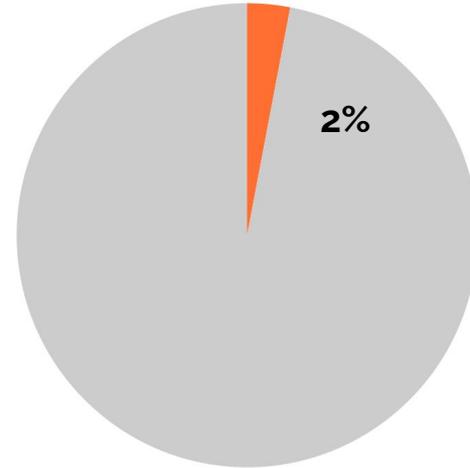
# Capital Outlays - \$105,000

- Courier Van
- Security System at 3rd St.

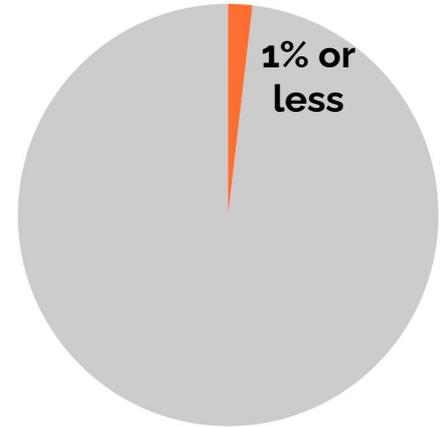


# Public Relations - \$98,400

- Outsourced Printing Costs
- Advertising
- Website Updates
- Promotional Items
- Video Production



**County Treasurer's Fee - \$62,176**  
**Programming - \$59,000**  
**Operating Supplies - \$50,000**  
**Electronic Databases - \$27,000**  
**Bookmobile Costs - \$19,500**



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# 2022 Capital Projects Costs and Funding

## COSTS

- Severance Branch - \$6,347,000
- 3rd St. Renovation - \$803,208
- Central Services Hub Renovation - \$618,704

## FUNDING

- Lease - \$5,317,000
- Reserves - \$2,351,912
- 2022 Revenue excess from operating budget - \$100,000



# Questions and Feedback



# Clearview Library District



**Ann Kling**

*Library Director*

[director@clearviewlibrary.org](mailto:director@clearviewlibrary.org)

[clearviewlibrary.org](http://clearviewlibrary.org)



## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Ann Kling, Director  
**From:** Bud Hunt, IT/Technical Services Manager

**Date:** October 28, 2021  
**Re:** Internet Safety Policy  
**Item 2:** New Business

### **Background / Discussion**

The Board regularly reviews policies and amends when needed. The Internet Safety Policy was last reviewed in 2016. No major revisions are proposed - copy edits only.

### **Recommendation(s)**

Staff recommends approval and reaffirmation of the policy.

### **Attachments**

Internet Safety Policy proposed.

## INTERNET SAFETY AND ACCEPTABLE USE POLICY

1. As part of its mission, the Clearview Library District provides internet access and personal computing resources to registered borrowers. Individuals who do not meet eligibility requirements for a Clearview Library District library card (e.g., visitors from outside the state of Colorado) may present proper identification to receive a guest pass. Guest passes are also available to residents who may have forgotten their library card.
2. Parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. The Library does filter all computers in compliance with the Children's Internet Protection Act and CRS 24-90-601, et seq. However, parents, guardians, or caregivers are ultimately responsible for the Internet information selected and/or accessed by their children.
3. Clearview Library District provides wireless access enabling individuals who visit the library to use their privately owned computer equipment to access the Internet. Visitors who wish to use wireless connectivity are not required to meet borrower eligibility criteria as defined above. Wireless access does require the completion of a simple online registration process. All wireless access is filtered. Adult patrons who require unfiltered access must meet the criteria above and register with Library staff to use Library computers equipped with the ability to disable the filter in a manner consistent with this policy.
4. The Clearview Library District does not monitor and has no control over the information on the Internet. The Clearview Library District assumes no responsibility for any loss or damages, direct or indirect, arising from its connections to the Internet or from any other use of its personal computing resources.
5. As with all library resources, patrons are advised to exercise their own critical judgment and discrimination when evaluating sites found on the internet. Certain information may be inaccurate, misleading or offensive to some individuals.
6. Unauthorized access, including so-called hacking, and any other unlawful activities by any Library users are strictly prohibited.
7. To comply with the Children's Internet Protection Act and restrict access to online content that may be considered harmful to minors or offensive to adults, the Clearview Library District employs technology protection measures (filters) on all computers with internet access. Users must be cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some

legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered Internet access.

8. Illegal acts using Library computers may be subject to prosecution by local, state or federal authorities. Illegal acts include, but are not limited to, displaying sexually explicit materials to minors. The computers are for public use and minors may be present in the Library even if you are unaware of their presence.

## User Responsibilities

All patrons must abide by the Library's Rules of Conduct and are expected to use internet and/or personal computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the Library's Internet access and personal computing resources may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:

1. Damaging equipment, software, or data;
2. Violating system security;
3. Violating any legal agreement (e.g., software licenses);
4. Violating any federal, state or local law (e.g., copyright, child pornography);
5. Using personal software on Library equipment, and
6. Engaging in activities that may be judged as disruptive by Library staff or patrons. User responsibilities are not limited to the above and may be subject to change.

## Children, Parents, and the Internet

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The Clearview Library does not act in loco parentis (i.e., in the place or role of the parent).

Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.

2. The Library has taken measures designed to assist in the safe and effective use of the internet, including:

- i. Employing technology protection measures (filters) on all computers offering internet access
- ii. Developing and maintaining web sites designed for children and teens;
- iii. Providing online and printed information about child safety and information on educational or recreational uses of the internet.

3. To address the issue of the safety and security of minors (individuals who have not attained the age of 17) when using e-mail, chat rooms and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:
- i. Always ask their parents' permission before using their full name, address, telephone number, or school name anywhere on the Internet;
  - ii. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand;
  - iii. Never respond to messages that make them feel uncomfortable or uneasy;
  - iv. Never give out a credit card number or password online without parental approval, and
  - v. Never arrange to meet in person someone they have met online unless they discuss it with their parents and an adult accompanies them.

*Adopted September 29th, 2016. Revised October 28th, 2021.*



## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Director **From:** Bud Hunt, IT/Technical Services Manager

**Date:** October 28, 2021

**Re:** Privacy Policy

**Item 3:** New Business

### **Background / Discussion**

The Board regularly reviews policies and amends when needed. The current privacy policy has been unchanged for some time. This revision would require staff to share resources on the library's website documenting the services with which the library shares information and links to those services' privacy policies. Staff would be expected to update this resource annually.

### **Recommendation(s)**

Staff recommends approval of the amended policy.

### **Attachments**

Privacy policy, amended.

## PRIVACY OF USER RECORDS

Colorado State Law requires the privacy of user records. The Clearview Library Board will support and comply with this law, noted below.

In addition, in light of the use of third-party services and providers that offer additional services and benefits to Clearview Library District patrons, the library shall publish information on its webpage outlining the privacy policies and agreements with those service providers to help patrons understand their rights and how their data is used by the library and these providers.

Staff shall update this information annually.

C.R.S. 24-90-119 Privacy of user records.

1. Except as set forth in subsection (2) of this section, a publicly-supported library or library system shall not disclose any record or other information which identifies a person as having requested or obtained specific materials or service as otherwise having used the library.
2. Records may be disclosed in the following instances:
  - a) When necessary for the reasonable operation of the library;
  - b) Upon written request of the user;
  - c) Pursuant to subpoena, upon court order, or where otherwise required by law.
3. Any library or library system official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

*Adopted 2013 and revised October 28, 2021.*



## **Clearview Library District Strategic Plan, 2021**

### **Third Quarter Highlights, September, 2021**

#### **Communication Highlights**

- Communications and IT/Technical Services continue to make progress on the website redesign project. Early November is the anticipated release date.

#### **Partnerships**

- Public Services staff continue to work with Arts and Heritage Staff and Weld RE4 staff on collaborative programs.

#### **Programs and Services**

- The adult program survey was completed and adult programs are being revised as a result.
- After a very successful summer of outdoor in person programming, children's programming, with the exception of the PAWS reading program, will return to virtual programming. Teen and adult programs will resume indoors with limited attendance and distancing protocols.

#### **Space**

- Ratio Design was hired as the architectural design firm to complete the renovation of the Ash St. property, the renovation of the Third St. Library and the design of the branch library in Severance.
- An RFP was released for a Construction Manager at Risk firm.
- The library continues to negotiate with the Town of Severance in regard to a property in Severance for a branch library.

For a detailed progress report on the Strategic Plan, visit the library's website, <https://www.clearviewlibrary.org/strategic-plan>



## Director's Goals for 2021 3rd Quarter Report, October 2021

### Priority Goals:

- **Strategic Plan** - Continue to work with the Library Board and the staff to implement the new strategic plan with a continued focus on a short and long-term facilities plan.

#### Priorities

- Communication
  - Partnerships
  - Programs and Collections
  - Space
- **Health Insurance**
    - Release an RFP for health insurance companies and/or PEOs (Professional Employer Organizations) to explore options to replace the current health insurance plan.

### Comments:

**Strategic Plan:** Members of the Board, management staff and I continue to work on the priority of Space by implementing the recommendations in the Facilities Plan adopted by the Library Board in April. The following has been accomplished or are in progress.

- An owner's representative has been hired to manage the 3 projects recommended in the plan.
- A financial firm has been engaged to seek funding for the lease/purchase financing of a branch library.
- A property on Ash St in Windsor was purchased as the site for a central services hub.
- Ratio Design was hired as the architectural design firm.
- Fransen and Pittman was hired as the Construction Manager at Risk for the projects.
- The library Attorney, William Garcia, is working with the Town of Severance on a contract for the purchase of land in Severance.

**Health Insurance:** Erin Mitchell and I continue to work with Shirazi Benefits and G & A Partners on alternatives to our current employee health insurance plan. Gathering information is slower than anticipated due to the fact the rates for the coming year are released in the fall.

### Secondary Goals:

- **Policies**
  - Review policies with the staff and the attorney and present to the Board for approval at monthly board meetings.
- **Friends and Foundation**

- Continue to work with the Friends and Foundation to promote awareness of the Friends and Foundation and their relationship to the library.
- Continue to work with the Foundation to plan and implement programs and events funded by the Friends and Foundation.

**Comments:**

The Board continues to review policies at monthly board meetings.

The Friends and Foundation Board is beginning to plan for the next Clearview Reads. Casey Lansinger-Pierce, Public Services Manager has been assigned to attend meetings of the Friends and Foundation. The Board is recruiting new board members and setting their priorities for the next year. The Board and I have begun reviewing the job description for a paid part-time Foundation Director to begin in 2022. The job is expected to be posted in November, 2021.

Ann Kling, Library Director