

AGENDA

Call to Order

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, 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.

[Zoom]

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

Treasurer's Report - Ron Dunworth

Friends & Foundation Report - Rochelle Brotsky

Investment Committee Report - Ron Dunworth, Cole Gerstner

Reports of the Liaisons

Reports of the Board Members

Old Business

- Approve Minutes of the Feb. 24, 2022 Meeting (Action)
- Facilities Update - Ann Kling, Library Director, (Information)
- Revised Director's Goals for 2022 - Ann Kling, Library Director (Action)

New Business

- Donated Materials Policy - Ann Kling, Library Director (Action)

Executive Session

- An Executive Session Pursuant to C.R.S. § 24-6-402(4)(a) for the purpose of discussing the Purchase, acquisition, lease, transfer or sale of real, personal or other property interest.
- An Executive Session Pursuant to C.R.S § 24-6-402(4)(b) for the purpose of seeking legal advice on a legal question.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, April 28, 2022, 5:30 p.m. – Meeting Room, Windsor Severance Library, 720 3rd St., Windsor, 80550

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 - February 2022

Districtwide Update - Director Ann Kling

Highlights

- After inviting four candidates to interview with a staff team of IT/Technical Services staff and full-time staff from other departments, Beth Gallinger was offered the position. Beth will be joining the Clearview Library District team on March 14. Beth comes to Clearview from her position as Executive Director of the Flatirons Library Consortium.
- The Library Board voted to authorize lease purchase financing for a branch in Severance with Bank of the San Juans, a division of Glacier Bank.
- Communication Specialist, Christine Henschler reported that in February, there was an increase in the reading rate of emails sent to patrons about programs and events; + 2.5% for adults, +22% for teens, +12% for children, and +17% for little ones.

Opportunities

- Christine Henschler began her career at the Clearview Library District on February 14. The staff are looking forward to working with Christine. She has hit the ground running with promotion of Clearview Reads and creating Facebook posts while meeting with staff to explore their communication needs and learning how the district operates.
- The Building Committee continued to meet, working on plans for the Ash St. facility and beginning to review plans for the remodel of the Windsor Severance Library.
- Incorporating our building projects into our financial reports offered us an opportunity to review budget lines, review reports, and simplify some of our reporting processes.
- Christine met to introduce herself to communications personnel at the towns and school district and exchanged information about upcoming events. She will be meeting with them regularly.

Challenges

- Staffing the library and bookmobile has been a challenge when many of our staff have been ill.
- Planning for programming for the summer with a remodel on the horizon has the staff looking for more outdoor opportunities.
- With the numbers of COVID-19 infections dropping dramatically and requests for in-library programs for children increasing; it has been challenging to strike a balance that keeps children and staff safe.

Personnel

- Trish Parsons was hired as Children and Family Services Librarian.
- Nancy Milliken, the District's Children and Family Services Librarian, transferred to the Early Literacy Librarian position.
- Christine Henschler was hired as the District's Communications Specialist.

- Staff received Suicide Education and Support Services training from North Range Behavioral Health at the February all-staff meeting which was held in person on Friday morning, Feb. 4.
- Candidates for the IT/Technical Services Manager position were interviewed.

Board of Trustees Meeting Highlights - February 2022

- The Board voted to authorize lease purchase financing for the construction of a branch library in Severance.
 - The Board authorized the library director to apply for a grant from the Department of Local Affairs to assist in the construction of a branch library in Severance.
 - The Board conducted the annual evaluation of the Library Director.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- The public services department is finally back to being more fully staffed. Trisha Parsons was brought onboard in February as our new Children and Family Services Librarian. Although we are still down a few staff members at the assistant level, we can more easily cater to the needs of our community at our current staffing levels.

Opportunities

- This year we are resuming our Battle of the Books partnership with the Weld RE-4 School District. We took a hiatus over the last two years due to Covid and are excited to be working with this program again. Mobile Services Assistant Heidi Fuhrman and Children's Services Assistant Foster Hepler will facilitate battles inside of competing schools, with a final battle planned for April at the Windsor-Severance Library. This year we have three schools competing at the 4th and 5th grade levels: Windsor Charter Academy, Range View Elementary, and Skyview Elementary.
- We have continually added more PAWS for reading sessions due to popular demand.
- Beginning April 1, we will resume in-person programs for little ones (ages 0-5) and children (ages 6-12). We are ecstatic to resume these programs and expect full programs with waitlists. We are also adding a few early literacy programs that will begin in May: Babies and Books (baby lapsit storytime), Childcare Provider Storytime, and Read, Rhyme, and Romp.

Challenges

- Planning SAP remains a challenge for Public Services staff as we consider outdoor locations where we can host programs. We will try to program outside at the Windsor-Severance Library, at Windsor and Severance parks, and possibly on school district property. As the remodel of the WSL ramps up, we may need to get creative with program locations as the large meeting room becomes less available.

IT & Technical Services Update - *IT & Technical Services Manager Beth Gallinger*

Highlights

- IT Assistants supported onboarding needs for the new Communications Specialist, Christine Henschler.
- Successful Ask A Geek appointments - patron so pleased with tech help she asked "Do I owe you anything? I have some tech troubles at my house I need help with, do you do house calls?" after IT Assistant Emma Malin helped her with Mac settings and photo transfers.
- 12 Hotspots were recently renewed for continued use for patrons to check out and for the Weld RE-4 School District students who use a Clearview Library District hotspot.
- Instructional Technologist Sara Nesbitt held a staff training class. It was an introductory class covering the Help Desk interface. Staff learned how to use it, what is available, and how to create tickets.
- Explore Kits have new additions - GoPro cameras are now available!
- Patron had a tech 911 that IT Assistant Jesse was able to help them with and got them back into a very important meeting.

Opportunities

- Technical Services Assistant Pam Lambert routinely backs up the Customer Service team when they have their meetings. Pam works the help desk and assists patrons during these meetings
- Weeding projects are moving at a faster pace now thanks to help from volunteers and training an additional staff member.
- IT & Technical Services team members participated in final Interviews with potential candidates for the IT & Tech Services Manager position.
- Technical Services started meeting to create to-do lists for the transition to the Central Services Hub.

Challenges

- Technical Services Assistant Pam Lambert has been assisting bookkeeping with the EDI roll over process by marking invoices paid and investigating further how to work with invoicing using EDI.
- Technical Services Assistant Aimee Moore worked on gathering stats for the annual State Report. Aimee is reviewing methods of relaying statistical information in board packets



alongside Communications Specialist Christine Henschler.

- IT Assistants are identifying and transitioning accounts from previous Manager to a universal account it@clearviewlibrary.org where appropriate.

February 2022 Usage Stats

Many metrics held steady from January to February, including visitors to the Windsor-Severance Library, active borrowers, physical circulation, and more. Visitors to the bookmobile, computer usage, and database usage all increased from January. E-music circulation continues to be low. Website usage was also lower than normal; it remains to be seen how the switch to the new website and a new version of Google Analytics might be affecting this count. It is possible that comparisons to previous website pageview counts may not be applicable. Virtual borrowers, e-text circulation, and e-audiobook circulation were all higher than previous Februaries, showing consistent usage over the years.



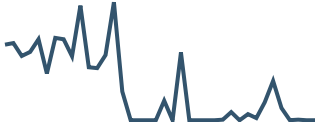

About the Dashboards:

- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2019, with the end of the line being the most recent month.

About the Metrics:




- Patrons Served: This metric counts the number of people who physically visit the library in three possible ways: entering the Windsor-Severance Library building, visiting the Bookmobile, and attending outreach events.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage.
- Programs: Program attendance is the combined count of attendees to in-person and virtual programs. This section also includes the total number of virtual and in-person programs, and a count of waitlisted patrons for programs at full capacity.
- Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>

Patrons Served			
Counts for Feb 2022	% Change From Jan 2022	% Change From Feb 2021	Sparklines (data since Jan 2019)
Library 8,349	-4.22%	29.38%	
Bookmobile 461	17.60%	107.66%	
Outreach 1	No data	No data	
Total Patrons 8,811	-3.27%	32.00%	

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

Month ▾
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021

Circulation			
Counts for Feb 2022	% Change From Jan 2022	% Change From Feb 2021	Sparklines (data since Jan 2019)
Physical Circs 28,350	0.51%	13.38%	
Digital Circs 8,198	-7.83%	-6.26%	
Database Usage 1,553	31.72%	3.74%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



Programs			
Counts for Feb 2022	% Change from Jan 2022	% Change from Feb 2021	Sparklines (data since Jan 2019)
Program Attendees 685	-1.58%	-28.50%	N/A
Total Programs 60	-3.23%	-23.08%	
Waitlisted People 18	5.88%	-66.04%	
Waitlisted Programs 12	20.00%	-33.33%	

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

Month ▾
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021

Cardholders			
Counts for Feb 2022	% Change from Jan 2022	% Change from Feb 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,175	-0.57%	26.29%	
New Cardholders 164	-18.81%	30.16%	

Website Stats			
Counts for Feb 2022	% Change from Jan 2022	% Change from Feb 2021	Sparklines (data since Jan 2019)
Pageviews 14,313	-24.70%	-22.19%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



Clearview Library District

Treasurer's Report(Draft not yet approved by the Board) For

2/28/2022

Current Assets

Checking/Savings/Cash

	1/31/2022	2/28/2022	Change +/-
1010 - Petty Cash	\$ 140.65	\$ 140.65	\$ -
1015 - Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$ 2,837,303.02	\$ 2,837,516.48	\$ 213.46
1034 - Colo Trust Gen Fund Res 8005	\$ 1,000,369.67	\$ 1,000,444.91	\$ 75.24
1038 - Colo Trust Operating Fund 8003	\$ 1,206,651.40	\$ 2,001,651.93	\$ 795,000.53
1040 - Colo Trust Capital Fund-8001	\$ 1,129,544.55	\$ 1,129,629.54	\$ 84.99
1053 - Bank of Colorado--Checking	\$ 245,697.41	\$ 239,982.74	\$ (5,714.67)
Total Checking/Savings	6,420,140.00	\$ 7,209,799.55	\$ 789,659.55

January 2022 Close	\$ 6,420,140.00
February 2022 Close	\$ 7,209,799.55
Month To Month Change	\$ 789,659.55

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,837,516.48
1034 · Colo Trust Gen Fund Res 8005	1,000,444.91
1038 · Colo Trust Operating Fund 8003	2,001,651.93
1040 · Colo Trust Capital Fund-8001	1,129,629.54
1053 · Bank of Colorado--Checking	239,982.74
Total Checking/Savings	7,209,799.55
Accounts Receivable	
1200 · Accounts Receivable	527.66
Total Accounts Receivable	527.66
Other Current Assets	
1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	35,751.01
Total Other Current Assets	4,892,901.12
Total Current Assets	12,103,228.33
Other Assets	
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
Total Other Assets	5,206,068.64
TOTAL ASSETS	17,309,296.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	100,501.67
Total Accounts Payable	100,501.67
Credit Cards	
Pinnacle Bank - Casey 2011	760.00
Total Credit Cards	760.00
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	164.11
2111 · Pera Payable (Library)	-89.38
2112 · Employee Health Insurance Payab	1,647.67
2120 · Colorado W/H. Taxes Payable	-399.00
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
Total Other Current Liabilities	4,840,844.23
Total Current Liabilities	4,942,105.90
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	6,038,354.43
Total Liabilities	10,980,460.33

03/23/22

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
Equity	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3900 · Retained Earnings	3,887,992.09
Net Income	<u>70,061.55</u>
Total Equity	<u>6,328,836.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,309,296.97</u></u>

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of February 28, 2022

	Feb 28, 22	Feb 28, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
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	2,837,516.48	2,565,277.09	272,239.39	10.6%
1034 · Colo Trust Gen Fund Res 8005	1,000,444.91	679,620.23	320,824.68	47.2%
1038 · Colo Trust Operating Fund 8003	2,001,651.93	2,506,393.92	-504,741.99	-20.1%
1040 · Colo Trust Capital Fund-8001	1,129,629.54	220,216.23	909,413.31	413.0%
1053 · Bank of Colorado--Checking	239,982.74	147,403.88	92,578.86	62.8%
Total Checking/Savings	7,209,799.55	6,119,493.70	1,090,305.85	17.8%
Accounts Receivable				
1200 · Accounts Receivable	527.66	527.66	0.00	0.0%
Total Accounts Receivable	527.66	527.66	0.00	0.0%
Other Current Assets				
1150 · Delinquent Property Tax	6,294.11	6,294.11	0.00	0.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	35,751.01	77,392.92	-41,641.91	-53.8%
Total Other Current Assets	4,892,901.12	4,934,543.03	-41,641.91	-0.8%
Total Current Assets	12,103,228.33	11,054,564.39	1,048,663.94	9.5%
Other Assets				
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%
Total Other Assets	5,206,068.64	5,206,068.64	0.00	0.0%
TOTAL ASSETS	17,309,296.97	16,260,633.03	1,048,663.94	6.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	100,501.67	47,814.04	52,687.63	110.2%
Total Accounts Payable	100,501.67	47,814.04	52,687.63	110.2%
Credit Cards				
Pinnacle Bank - Ann 9399	0.00	445.62	-445.62	-100.0%
Pinnacle Bank - Casey 2011	760.00	51.39	708.61	1,378.9%
Pinnacle Bank - Hunt 2228	0.00	4,351.44	-4,351.44	-100.0%
Total Credit Cards	760.00	4,848.45	-4,088.45	-84.3%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	164.11	67.77	96.34	142.2%
2111 · Pera Payable (Library)	-89.38	-72.78	-16.60	-22.8%
2112 · Employee Health Insurance Payab	1,647.67	1,674.69	-27.02	-1.6%
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	-12,239.01	0.00	0.0%
Total Other Current Liabilities	4,840,844.23	4,841,190.51	-346.28	0.0%
Total Current Liabilities	4,942,105.90	4,893,853.00	48,252.90	1.0%

3:00 PM

03/23/22

Accrual Basis

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of February 28, 2022

	<u>Feb 28, 22</u>	<u>Feb 28, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	10,980,460.33	10,932,207.43	48,252.90	0.4%
Equity				
2860 · 2000 Fund Balance	2,289,503.00	2,289,503.00	0.00	0.0%
2862 · TABOR Requirement	81,280.00	81,280.00	0.00	0.0%
3900 · Retained Earnings	3,887,992.09	1,675,218.89	2,212,773.20	132.1%
Net Income	70,061.55	1,282,423.71	-1,212,362.16	-94.5%
Total Equity	6,328,836.64	5,328,425.60	1,000,411.04	18.8%
TOTAL LIABILITIES & EQUITY	<u>17,309,296.97</u>	<u>16,260,633.03</u>	<u>1,048,663.94</u>	<u>6.5%</u>

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
Income				
3110 · General Property Tax	1,038,015.06	4,155,604.00	-3,065,257.06	26.24%
3120 · Specific Ownership	19,279.63	210,000.00	-169,596.01	19.24%
3130 · Abatement	3,220.34			
3140 · Abatement Interest	0.10			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	20.40			
3335 · State Library Grant	0.00	9,914.00	-9,914.00	0.0%
3522 · Book Replacement	501.81	6,000.00	-4,793.45	20.11%
3600 · Miscellaneous Revenue	0.00	3,500.00	-3,500.00	0.0%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	457.49	3,500.00	-2,634.93	24.72%
3611 · COP / Lease	0.00	5,686,076.00	-5,686,076.00	0.0%
Total Income	1,061,494.83	12,718,521.00	-11,582,326.70	8.93%
Gross Profit	1,061,494.83	12,718,521.00	-11,582,326.70	8.93%
Expense				
4050 · Operating Supplies	1,311.89	50,000.00	-46,046.97	7.91%
4053 · Overdue Collection Agency Charg	53.70	350.00	-278.40	20.46%
4054 · Credit Card Processing Fees	419.07	2,500.00	-1,815.25	27.39%
4055 · Bank Charges	15.00	525.00	-470.00	10.48%
4056 · Payroll Service	181.78	3,200.00	-2,432.65	23.98%
4057 · Administration Wages	23,353.76	478,283.00	-434,186.33	9.22%
4058 · Administration Pera/Payroll Tax	3,654.20	73,867.00	-66,966.54	9.34%
4059 · Workers Comp	910.00	9,019.00	-7,199.00	20.18%
4060 · Administration SDI	19.29	2,207.00	-2,168.42	1.75%
4061 · Administration Health Insurance	954.85	48,287.00	-46,542.63	3.61%
4080 · Staff Development	0.00	2,000.00	-2,000.00	0.0%
4100 · Auditing	0.00	10,000.00	-10,000.00	0.0%
4102 · Consultants	0.00	48,000.00	-48,000.00	0.0%
4120 · Wellness Benefit	21.00	5,400.00	-5,379.00	0.39%
4129 · Meetings-Employees	97.98	4,500.00	-4,225.98	6.09%
4130 · Conferences / Workshops	1,491.63	4,500.00	-1,915.06	57.44%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
4131 · Mileage	90.53	7,000.00	-6,727.24	3.9%
4132 · Meetings (non employees)	241.16			
4139 · Board Expenses	0.00	100.00	-100.00	0.0%
4140 · Dues	763.00	3,000.00	-2,237.00	25.43%
4141 · Library District Memberships	30.00	7,100.00	-7,070.00	0.42%
4145 · Staff Incentives	75.68	10,000.00	-9,839.59	1.6%
4150 · Legal	5,537.50	55,000.00	-44,343.75	19.38%
4160 · Telephone	168.08	15,000.00	-14,664.89	2.23%
4170 · Postage	406.00	1,500.00	-1,067.05	28.86%
4185 · Copy Machine Lease	860.70	18,500.00	-16,778.60	9.31%
4190 · Miscellaneous Expenses	1,645.95	41,124.00	-37,281.90	9.34%
4191 · Public Relations	3,454.80	98,400.00	-94,945.20	3.51%
4200 · Treasurer's Fee	15,618.80	62,334.00	-45,927.52	26.32%
4401 · Salary & Wages Circulation	18,379.01	248,239.00	-210,504.37	15.2%
4402 · Circulation Pera/Payroll Taxes	2,876.27	35,469.00	-29,563.55	16.65%
4403 · Circulation Health Insurance	789.97	27,294.00	-25,773.90	5.57%
4405 · Circulation SDI	84.25	840.00	-671.50	20.06%
4406 · Circulation Life Insurance	7.75	93.00	-77.50	16.67%
4440 · Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 · Annual Maint / Support Software	13,104.48	76,500.00	-55,050.49	28.04%
4446 · Tech Support	130.00	1,500.00	-1,240.00	17.33%
4450 · Computer Equipment & Supplies	6,329.85	81,150.00	-73,364.71	9.59%
4460 · Monthly Online Services Soft.	1,160.76	1,600.00	721.13	145.07%
4470 · Salary & Wages-Tech Services	25,669.96	467,290.00	-415,558.48	11.07%
4472 · Tech Serv Pera/Payroll Taxes	4,017.31	58,409.00	-50,313.04	13.86%
4473 · Tech Serv Health Insurance	3,601.60	55,285.00	-47,533.06	14.02%
4475 · Tech Services SDI	153.40	1,877.00	-1,570.20	16.35%
4476 · Tech Serv Life Insurance	46.50	372.00	-302.25	18.75%
4485 · Teen Programs	257.87	5,000.00	-4,597.85	8.04%
4486 · Internet Service	1,187.99	26,400.00	-24,018.08	9.02%
4498 · Youth Services SDI	84.23	2,994.00	-2,825.54	5.63%
4500 · Salary & Wages-Youth Services	30,351.94	489,943.00	-432,463.77	11.73%

CLEARVIEW LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
January through February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
4501 · Youth Services Life Insurance	15.50	558.00	-527.03	5.55%
4502 · Youth Serv Pera/Payroll Taxes	4,747.77	75,246.00	-66,252.82	11.95%
4503 · Youth Serv Health Ins.	3,702.12	69,107.00	-64,020.21	7.36%
4505 · Youth Service Programs	3,027.59	40,000.00	-35,945.08	10.14%
4507 · Adult Serv Pera/Payroll Taxes	1,486.07	23,695.00	-20,525.42	13.38%
4508 · Adult Serv Health Insurance	2,522.96	18,428.00	-13,924.14	24.44%
4510 · Adult Programs	652.76	14,000.00	-12,747.28	8.95%
4511 · Salary & Wages-Adult Services	9,495.73	154,282.00	-134,029.14	13.13%
4513 · Adult Services SDI	75.69	728.00	-576.62	20.79%
4515 · Adult Print Materials	3,930.57	55,000.00	-47,678.47	13.31%
4517 · Materials Processing	201.90	16,000.00	-15,596.35	2.52%
4520 · Adult Non-Print Materials	913.37	40,000.00	-38,333.85	4.17%
4521 · Explore Kits	0.00	5,000.00	-4,916.80	1.66%
4525 · Periodicals	1,646.95	5,000.00	-2,375.10	52.5%
4530 · Electronic Databases	0.00	27,000.00	-14,973.70	44.54%
4531 · Downloadable / Streaming Serv.	10,288.03	80,000.00	-55,991.92	30.01%
4532 · Youth Services Print Materials	2,118.54	25,000.00	-21,759.52	12.96%
4533 · Youth Serv Non-Print Materials	107.31	3,500.00	-3,167.97	9.49%
4534 · Games	427.73	10,000.00	-8,918.79	10.81%
4535 · Adult E Materials	0.00	94,000.00	-94,000.00	0.0%
4536 · Youth E Materials	0.00	50,000.00	-50,000.00	0.0%
4600 · Teen Print	143.19	3,500.00	-3,146.04	10.11%
4610 · Repairs & Maintenance	3,109.00	50,000.00	-43,939.63	12.12%
4615 · Security Service	0.00	1,270.00	-1,270.00	0.0%
4620 · Utilities	3,465.55	40,000.00	-33,382.76	16.54%
4630 · Insurance	0.00	27,000.00	-24,166.00	10.5%
4631 · Bookmobile Maintenance	0.00	15,000.00	-14,238.96	5.07%
4632 · Fuel, Oil, Lubricants	55.95	4,000.00	-3,944.05	1.4%
4637 · Outreach Life Insurance	7.75	93.00	-77.50	16.67%
4638 · Salary & Wages-Outreach	12,538.32	177,231.00	-153,285.13	13.51%
4639 · Outreach PERA/ Payroll Taxes	1,962.24	24,509.00	-20,761.49	15.29%
4640 · Outreach Health Ins	767.85	25,339.00	-23,841.02	5.91%

CLEARVIEW LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
 January through February 2022

	Feb 22	Budget	\$ Over Budget	% of Budget
4643 · Book Mobile Expenses/Supplies	0.00	500.00	-438.62	12.28%
4644 · Outreach Phone	293.78	0.00	440.86	100.0%
4647 · Outreach SDI	82.41	866.00	-701.18	19.03%
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 · Courier Van	0.00	60,000.00	-7,000.00	88.33%
4723 · Lease Payment	0.00	363,015.00	-363,015.00	0.0%
9000 · Capital Outlay	36,393.23	8,530,003.00	-7,970,586.55	6.56%
Total Expense	273,789.35	12,818,521.00	-11,752,388.25	8.32%
Net Income	787,705.48	-100,000.00	170,061.55	-70.06%

Draft Minutes (Unapproved)

Call to Order

President Kendra Adams called the meeting to order at 5:30 pm.

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Scott Charpentier, Weld RE-4 School District Liaison Aaron Smith, and Attorney William Garcia.

Absent:

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, Tech Services Assistant Natalie Wagner, IT Assistant Emma Malin, and Bookkeeper/HR Assistant Erin Mitchell.

Review of Agenda

Director Kling recommended moving New Business Item 1 to the top of the agenda. Motion by Ronald Dunworth, second by Rochelle Brotsky, to accept the revised Agenda to move New Business Item 1; 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.
- Monthly Statistics
 - Director Kling asked if there were questions at this time. There were none.

Personnel Report - Rochelle Brotsky, Vice President

Rochelle reported on 3 new hires and welcomed them to introduce themselves. Returning staff member, Trisha Parsons was recently hired as the Children's and Family Services Librarian. Trisha introduced herself and said that she is happy to be back. Christine Henschler is the new Communications Specialist, Christine introduced herself and is very excited to be working at the library. Rochelle reported on the new IT & Tech Services Manager, Beth Gallinger, who will be starting March 14, 2022.

Treasurer's Report - Ronald Dunworth, Treasurer

Ronald reported on the Budget Expense sheet, and added that QuickBooks is going to be helpful in producing future reports. Ronald said that there will be adjustments to the budget as the District moves into the construction projects. Ronald noted that soon it will be time to work on the annual

audit. Kendra added that the money going to the construction projects is money that this board and previous boards have saved over the years.

Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for January 2022; motion passed unanimously.

Friends and Foundation Report - Rochelle Brotsky, Vice President

Rochelle reported on the upcoming Author Talk featuring author James Campbell. They are not going to be able to have a jamboree due to the cost of insurance for the event. Instead an outdoor reception will be held for individuals who have joined the Friends of the Library. Library Board members are invited to attend the reception. Rochelle promoted ticket sales and asked board members to help sell tickets and to share the word too. Rochelle added that they are continuing to work on their annual report, and still discussing hiring a fundraising person.

Kendra, Rochelle, and Ronald will meet to discuss moving forward with fundraising with the Friends and Foundation.

Reports of the Liaisons

Town of Windsor: Scott Charpentier reported that Windsor is wrapping up administrative work, hiring at the Police Department, working on the downtown area (evaluating parking), reported the Sports Complex is coming along, and reported that the town's tourism count is up.

Town of Severance: Frank Baszler reported that Severance is finishing up working on Home Rule documents and that the water moratorium is still in effect, and that it does not apply to commercial properties.

Weld RE-4 School District: Aaron Smith reported that the district is working on this year's bond and finding a new Superintendent. Aaron reported that there is a strong desire to get another charter school to November 2022 Bond.

Reports of Library Board Members

Kendra asked that board members sign up to attend meetings. Director Kling will send out a signup sheet for members to use.

Old Business

- Approve Minutes of the January 27, 2022 Regular Board Meeting
 - Minutes were approved.
 - Motion by Jeromey Balderrama, second by Ronald Dunworth, to approve minutes of the January 27, 2022 Regular Board Meeting; motion passed unanimously.

New Business

- Item 1 - Resolution 22-04 Authorizing A Lease-Purchase Financing For The Purpose Of Financing Costs Related To The Acquisition Of Land And Construction Of A New District Library Facility In Severance, Colorado; Approving A Site Lease, A Lease Purchase

Agreement, All Related Real Estate Documentation And Any Additional Transaction Documents Needed To Complete The Financing And Providing Parameters In Connection With The Financing.

- Resolution 22-04 documents were signed.
- Motion by Ronald Dunworth, second by Jeromey Balderrama, to pass Resolution 22-04 Authorizing A Lease-Purchase Financing For The Purpose Of Financing Costs Related To The Acquisition Of Land And Construction Of A New District Library Facility In Severance, Colorado; Approving A Site Lease, A Lease Purchase Agreement, All Related Real Estate Documentation And Any Additional Transaction Documents Needed To Complete The Financing And Providing Parameters In Connection With The Financing; motion passed unanimously.
- Item 2 -Approval of Application for a State of Colorado Department of Local Affairs Energy/Mineral Impact Assistance Fund Grant (EIAF) - Ann Kling, Library Director (Action)
 - Director Kling reported on the DOLA grant application; that it needs board approval; asking that \$750,000 of the grant go towards the Severance branch.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the Application for a State of Colorado Department of Local Affairs Energy/Mineral Impact Assistance Fund Grant (EIAF); motion passed unanimously.
- Item 3 - Director's Draft Goals - 2022 - Ann Kling, Library Director (Potential Action)
 - Director Kling stated that it is a rough draft and the board can strike or add goals to this document.
 - Director Kling talked about future Strategic Planning.
 - Library board asked to add a goal: create job descriptions for a full time as well as a part-time assistant. Additionally, with the goal to have this person hired by mid-year.
 - Discussed items goals 5 & 6, and how to follow up on these.

Executive Session

Motion by Cole Gerstner, second by Ronald Dunworth, to go into executive session pursuant to Section C.R.S. § 24-6-402(4)(f); motion passed unanimously at 6:57 pm.

President Kendra Adams called the regular meeting of the library board back to order at 8:02 pm. Present: Kendra Adams, Rochelle Brotsky, Ronald Dunworth, Jeromey Balderrama, Cole Gerstner, Director Kling, Attorney Garcia, Natalie Wagner, and Emma Mailn.

Kendra reported that she will make some adjustments to Director Kling's contract, to include an increase in salary to the midpoint range.

Motion by Rochelle Brotsky, second by Cole Gerstner, to approve the adjustments and salary increase to the midpoint range of Director Kling's contract; motion passed unanimously.

Motion by Jeromey Balderrama, second by Ronald Dunworth, to approve to retroactively pay Director Kling to 1/1/2022; motion passed unanimously.

Kendra expressed her, and the board's, thanks to Director Kling for all her hard work!

Upcoming Agenda

Annual Report
Reviewing Policy

Adjourn

Motion by Cole Gerstner, second by Ronald Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 8:12 pm.

Upcoming Meetings

- Board of Trustees Regular Meeting, March 31, 2022, 5:30 p.m. – 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.



Clearview Library District Director's Revised Draft Goals - 2022

1. Ash St. Central Services Hub. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the building renovation and move administrative, IT, and technical services staff into the building by Summer, 2022.
2. Renovation of the 3rd St. Library. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the renovation design by June, 2022. Continue working with the team to complete the renovation by Jan. 1, 2023.
3. Branch in Severance. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, the Building Committee, and representatives of the community in Severance to complete the design of the building, apply for permitting and prepare for a ground-breaking in the Fall of 2022.
4. Strategic Plan, 2023 - 2025. Work with the Internal Strategy staff team to formulate a plan for completing a strategic plan and begin gathering information to develop the plan by July, 2022.
5. Coach and support my direct reports, providing clear expectations and meaningful feedback throughout the year. Survey staff to measure results.
6. Examine staffing levels in all library departments and make adjustments as needed throughout the year. Survey staff to determine satisfaction levels.
7. Review staff benefits with a team of staff and the Personnel Committee and make recommendations for changes by Sept. 2022.
8. Continue to work with the Long Range Planning Committee to monitor growth in the district, build relationships and identify opportunities for the future.
9. Revise the job description for Office Manager and hire by mid-year.

March 31, 2022

MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: March 31, 2022

Re: Donated Materials Policy

Item 1: New Business

Background / Discussion

Our patrons have been very generous in donating materials. Up until 2019, the Friends and Foundation held semi-annual book sales. When the Friends lost their storage facility at Tozer Elementary School, it was no longer feasible to hold book sales. The library maintains a book shelf outside the meeting room with items for purchase. The library does accept new items for which there is a waiting list and children's items in good condition to be given away during the summer adventure program.

Recommendation(s)

The staff recommend adoption of the revised policy.

Attachments

Donated Materials Policy

Donated Materials Policy

The Clearview Library District is unable to accept donated library materials at this time with the exception of current best-selling titles with waiting lists and children's books in excellent condition that can be used as give-aways for summer programming.

The District is committed to providing convenient options for the community to re-home their surplus books. Patrons who have items to donate should contact the library directly or visit the library district's website for a list of organizations that accept donations. [\(link\)](#).

Book donations in honor or memory of an individual are welcomed. Patrons should contact the library to make arrangements for the donation.

All donated items are subject to the collection development policies of the District. Donated items cannot be returned to the donor.

Revised March 31, 2022