



## Board of Trustees Regular Meeting

June 24, 2021 • 5:30 p.m.

The public is invited to join via Zoom:

<https://clearviewlibrary.org/event/5098877>

## 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

### Treasurer's Report- Ron Dunworth

### Friends & Foundation Report - Rochelle Brotsky

### Reports of the Liaisons

### Reports of the Board Members

### Old Business

- Approve Minutes of the May 27 meeting (Action)

### New Business

- Item 1 - Presentation by the Library Friends and Foundation - Jenny Whittington and Joann Perko (Information)
- Item 2 - Review of Library Investments - Ron Dunworth, Library Board Treasurer (Information)
- Item 3 - Remove Fee for Lost Library Cards - Ann Kling, Library Director (Action)
- Item 4 - Review Holiday Closures for 2022 - Ann Kling, Library Director (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 Intergovernmental Agreements.

### Upcoming Agenda



**Board of Trustees Regular Meeting**

June 24, 2021 • 5:30 p.m.

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**Adjourn**

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, July 29, 2021, 5:30 p.m. – Virtual for the Public

*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 - May 2021

### *Districtwide Update - Director Ann Kling*

#### Highlights

- In keeping with new guidelines from the CDC and the Colorado Department of Health and Environment, the library district made the following changes as of May 19:
  - Staff are required to wear masks while at work whether in the building or on the bookmobile.
  - Library district programmers who are conducting outdoor programs do not need to wear a mask.
  - Patrons ages 11 and up will be encouraged to wear masks while in the building or on the bookmobile.
  - The age for unaccompanied minors has reverted to the age in our policy which is 12. This means children under the age of 12 cannot be in the library without a caregiver.
- Communications worked with Public Services to launch marketing / communications for Summer Adventure Program 2021: Tales & Tails. The district exceeded its initial goal of 1,000 registrants, and are currently at 1,354.
- Work on the three short term projects in the Facilities Plan is progressing. The library is under contract for a Central Support Facility and is conducting due diligence prior to closing on the building. Responses to the RFP for an Owner's Representative were received and are being reviewed. Financial brokers are being contacted and interviewed.
- Bud Hunt and Katie Messerli conducted a workshop on May 27 for key staff on the library district's vision, reviewing goals and objectives and determining measures for success as well as looking at data to measure success. This will be an ongoing process.

#### Opportunities

- Director Ann Kling and Communications Specialist Katie Messerli continued presentations to various organizations on the Facilities Plan, including the school district. Feedback on the plan remains positive.
- Communications and IT & Technical Services selected Proof Studio as the web development team for the website redesign project. The kick off of the project, from a development perspective, is officially June.

#### Challenges

- The Management Team and Supervisors are struggling with large projects and the day-to-day operations of the library district. Projects such as Summer Adventure Program, School Library Cards, Hiring, Facilities Plan work, branding update, website redesign, and more require time and attention. In addition, patron attendance is increasing. It is challenging to get everything done in a timely manner and staff are experiencing limited capacity.



### **Personnel**

- Hannah Walker was hired as a Customer Service Specialist.
- John Warden, IT Assistant, is resigning to take a full time position with the Thompson School District. The position will be posted.
- Children's Assistant Karen Deane will be retiring at the end of June. The position will be posted.
- A children's assistant will be hired to fill the position vacated by the retirement of Monica Gould in 2020.
- An All Staff meeting was held on Friday, May 7, 8am. Staff were updated on the Summer Adventure Program, the Facilities Plan and the Impact Report. Breakout sessions focused on Telling the Library Story.
- Managers and Supervisors attended Harassment Prevention Training provided by Employers Council on Thursday, May 20. Staff will be taking online training in the near future.

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

- Public Services Manager, Casey Lansinger-Pierce presented information on the Summer Adventure Program.
- The Emergency Closings Policy was revised and approved.
- A web design contract was approved.

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### ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

#### Highlights:

- Summer Adventure Program registration opened in late May and has already been hugely successful. At the time of writing this report, we have 1359 total Summer Adventure Program registrations. In comparison we had 874 total registrations last year. We are already up registrants by 43%!
- We hosted our first big in-person event since COVID. Bookmobile Day was held in Boardwalk Park on May 15th. We featured a horse and buggy carriage ride, a petting zoo, and craft kits to-go. We themed this event around bookmobiles of the past and incorporated images of mobile libraries throughout history. Overall we saw and interacted with 122 people at the event.
- To kick off the Summer Adventure Program, several Clearview Library District employees participated in a caravan throughout district neighborhoods on May 29. The caravan is a grassroots effort to generate excitement and awareness for our big summer program. During the caravan we handed out Summer Adventure Program save-the-date magnets.

Opportunities:

- We have seen a huge increase in teens interested in volunteer opportunities with the library. Since we have expanded the number of staff and volunteers that can be in the building, and with a return to outdoor programs, we have been able to place these volunteers on meaningful tasks.
- New stories were added to both of our StoryWalk installations. We are now swapping out stories every other month for our community.
- We launched our summer 'pop-up stops' with the bookmobile. During the summer we will visit a different location every Friday. We are seeing great numbers already at the locations that we've visited. We use Facebook Live to promote our Friday pop-up-stops.

Challenges:

- As Covid restrictions are lifted, we are planning a return to in-person programming for the fall. This transition will require lots of planning to incorporate capacity changes and the like. Because several of our programs are hugely successful as a virtual offering, we plan to offer a hybrid of both in-person and virtual programs for most age groups. Although planning is a challenge, it is also an opportunity to return to some sense of normalcy and to welcome folks back into our building for programs.
- 

***IT & Technical Services Update - IT & Technical Services Manager Bud Hunt***

**Highlights**

- In mid-May, we received our first batch of data from the school district in regards to our School Card collaboration. To date, almost 1,600 student cards have been requested.
- We conducted 8 screening interviews for candidates for our library instructional technologist position, and we hope to fill that job in June.

**Opportunities**

- As staff return to the building, and as patrons, do, too, we made some changes to how we use calendars to better coordinate needs and shared resources.

**Challenges**

- A new automated phone notification system is proving more difficult to get configured than initially thought.
-



## Resource of the Month

Summer Adventure Program 2021: Tales & Tails (Continued)

<https://clearviewlibrary.org/sap>

- Community members can **register for the program at any time** on the district's website: <https://clearviewlibrary.org/sap>!
- The more challenges a participant completes, the more opportunities there are to win prizes. Prizes are drawn live on Facebook the day of the deadline. Prizes are available by age group for each challenge, as well as grand prizes.
- With the first challenge completed, staff have reported an increased number of submissions in comparison to last year.

Patrons Served			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Library 7,798	1.89%	No data	
Bookmobile 709	1.14%	No data	
Outreach 0	-100.00%	No data	
Total Patrons 8,507	-1.70%	No data	


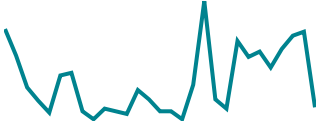

Select a date to see that month's data. Cumulative data is shown until a date is selected.

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

Circulation			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Physical Circs 28,662	1.52%	105.23%	
Digital Circs 9,269	4.62%	-8.78%	
Database Usage 2,057	0.34%	55.01%	



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 <b>887</b>	<b>9.64%</b>	No data	N/A
Total Programs <b>68</b>	<b>-5.56%</b>	<b>7.94%</b>	
Waitlisted People <b>9</b>	<b>-86.36%</b>	No data	
Waitlisted Programs <b>2</b>	<b>-77.78%</b>	No data	

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

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

Cardholders			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Active Cardholders <b>4,039</b>	<b>3.78%</b>	<b>294.82%</b>	
New Cardholders <b>506</b>	<b>248.97%</b>	<b>1,024.44%</b>	

Website Stats			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Pageviews <b>20,810</b>	<b>9.33%</b>	<b>3.57%</b>	

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





## Clearview Library District

### Treasurer's Report For

5/31/2021

#### Current Assets

#### Checking/Savings/Cash

		<b>4/30/2021</b>	<b>5/31/2021</b>	<b>Change +/-</b>
1010 - Petty Cash	\$	149.05	\$ 149.05	\$ -
1015 - Cash on Hand	\$	433.30	\$ 433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	2,995,206.43	\$ 2,995,363.74	\$ 157.31
1034 - Colo Trust Gen Fund Res 8005	\$	1,000,083.87	\$ 1,000,132.58	\$ 48.71
1038 - Colo Trust Operating Fund 8003	\$	3,963,473.30	\$ 3,997,581.33	\$ 34,108.03
1040 - Colo Trust Capital Fund-8001	\$	220,238.71	\$ 220,249.40	\$ 10.69
1053 - Bank of Colorado--Checking	\$	155,454.48	\$ 85,887.72	\$ (69,566.76)
<b>Total Checking/Savings</b>		<b>8,335,039.14</b>	<b>\$ 8,299,797.12</b>	<b>\$ (35,242.02)</b>

April 2021 Close	\$	<b>8,335,039.14</b>
May 2021 Close	\$	<b>8,299,797.12</b>
Month To Month Change	\$	<b>(35,242.02)</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>3,654,281.00</b>
Percent Recd.		<b>78.49%</b>
2020 Delinquent Tax Due	\$	<b>766,823.00</b>
Payment of Delinquent Property Tax for 2020	\$	<b>760,920.00</b>
Interest on Delinquent Property Tax	\$	<b>80,292.00</b>

# Clearview Library District

## Revenue and Expenditures

May-21

Row Labels	May 21 Actual	2021 Actual	2021 Budget	% of Budget Used
<b>Revenue</b>				
General property tax	\$217,833	\$3,654,281	\$4,652,026	79%
Other revenue	\$10,385	\$872,167	\$47,407	1840%
Specific ownership tax	\$18,156	\$95,366	\$210,000	45%
<b>Revenue Total</b>	<b>\$246,374</b>	<b>\$4,621,814</b>	<b>\$4,909,433</b>	<b>94%</b>
<b>Expense</b>				
Bookmobile costs	\$1,148	\$1,932	\$25,400	8%
Building costs	\$4,715	\$29,653	\$108,500	27%
Capital outlays	\$25,000	\$29,475	\$304,000	10%
County treasurer's fee	\$3,286	\$67,640	\$69,780	97%
Electronic Databases	\$1,669	\$6,009	\$27,000	22%
Materials/periodicals	\$23,857	\$104,031	\$343,500	30%
Operating supplies	\$2,345	\$10,744	\$40,000	27%
Other Expenses	\$13,746	\$44,535	\$268,442	17%
Programming	\$6,186	\$13,690	\$58,000	24%
Public relations	\$2,657	\$6,165	\$67,915	9%
Related expenses	\$31,202	\$164,737	\$473,918	35%
Salaries	\$127,067	\$633,519	\$1,727,478	37%
Software/tech support	\$1,818	\$42,241	\$95,500	44%
<b>Expense Total</b>	<b>\$244,696</b>	<b>\$1,154,372</b>	<b>\$3,609,433</b>	<b>32%</b>
<b>Net Income</b>	<b>\$1,678</b>	<b>\$3,467,442</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 May 31, 2021

	May 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty Cash	149.05
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,995,363.74
1034 · Colo Trust Gen Fund Res 8005	1,000,132.58
1038 · Colo Trust Operating Fund 8003	3,997,581.33
1040 · Colo Trust Capital Fund-8001	220,249.40
1053 · Bank of Colorado--Checking	85,887.72
<b>Total Checking/Savings</b>	8,299,797.12
<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	66,175.69
<b>Total Other Current Assets</b>	4,923,325.80
<b>Total Current Assets</b>	13223650.58
<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>18429719.22</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · *Accounts Payable	43,158.88
<b>Total Accounts Payable</b>	43,158.88
<b>Credit Cards</b>	
Pinnacle Bank - Ann 9399	1,439.63
Pinnacle Bank - Casey 2011	1,218.15
Pinnacle Bank - Hunt 2228	1,625.47
<b>Total Credit Cards</b>	4,283.25
<b>Other Current Liabilities</b>	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	88.92
2111 · Pera Payable (Library)	-98.77
2112 · Employee Health Insurance Pa...	1,487.67
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
<b>Total Other Current Liabilities</b>	4,840,998.65
<b>Total Current Liabilities</b>	4,888,440.78

06/16/21

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet**  
As of May 31, 2021

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	<u>May 31, 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>	10926795.21
<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	3,456,922.12
<b>Total Equity</b>	<u>7,502,924.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>18429719.22</u></u>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of May 31, 2021**

	May 31, 21	May 31, 20	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Petty Cash	149.05	161.19	-12.14	-7.5%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	2,995,363.74	1,561,954.01	1,433,409.73	91.8%
1034 · Colo Trust Gen Fund Res 8005	1,000,132.58	678,459.54	321,673.04	47.4%
1038 · Colo Trust Operating Fund 8003	3,997,581.33	1,415,656.30	2,581,925.03	182.4%
1040 · Colo Trust Capital Fund-8001	220,249.40	219,840.24	409.16	0.2%
1053 · Bank of Colorado--Checking	85,887.72	39,192.93	46,694.79	119.1%
<b>Total Checking/Savings</b>	<b>8,299,797.12</b>	<b>3,915,697.51</b>	<b>4,384,099.61</b>	<b>112.0%</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>				
1050 · Cash with County Treasurer	0.00	1,450,577.75	-1,450,577.75	-100.0%
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	66,175.69	72,634.30	-6,458.61	-8.9%
<b>Total Other Current Assets</b>	<b>4,923,325.80</b>	<b>6,380,300.05</b>	<b>-1,456,974.25</b>	<b>-22.8%</b>
<b>Total Current Assets</b>	<b>13223650.58</b>	<b>10295997.56</b>	<b>2,927,653.02</b>	<b>28.4%</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><u>18429719.22</u></b>	<b><u>15502066.20</u></b>	<b><u>2,927,653.02</u></b>	<b><u>18.9%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · *Accounts Payable	43,158.88	-179.69	43,338.57	24,118.5%
<b>Total Accounts Payable</b>	<b>43,158.88</b>	<b>-179.69</b>	<b>43,338.57</b>	<b>24,118.5%</b>
<b>Credit Cards</b>				
Pinnacle Bank - Ann 9399	1,439.63	616.79	822.84	133.4%
Pinnacle Bank - Casey 2011	1,218.15	-59.00	1,277.15	2,164.7%
Pinnacle Bank - Hunt 2228	1,625.47	1,074.18	551.29	51.3%
<b>Total Credit Cards</b>	<b>4,283.25</b>	<b>1,631.97</b>	<b>2,651.28</b>	<b>162.5%</b>
<b>Other Current Liabilities</b>				
2100 · Fed W/H. Taxes Payable	861.71	0.00	861.71	100.0%
2101 · Payroll Liabilities	42.13	0.00	42.13	100.0%
2110 · Pera Payable (Employee)	88.92	0.00	88.92	100.0%
2111 · Pera Payable (Library)	-98.77	0.00	-98.77	-100.0%
2112 · Employee Health Insurance Pa...	1,487.67	1,992.75	-505.08	-25.4%
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>4,840,998.65</b>	<b>4,843,441.75</b>	<b>-2,443.10</b>	<b>-0.1%</b>
<b>Total Current Liabilities</b>	<b>4,888,440.78</b>	<b>4,844,894.03</b>	<b>43,546.75</b>	<b>0.9%</b>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of May 31, 2021**

	<u>May 31, 21</u>	<u>May 31, 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>	10926795.21	10883248.46	43,546.75	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>	3,456,922.12	1,996,660.20	1,460,261.92	73.1%
<b>Total Equity</b>	7,502,924.01	4,618,817.74	2,884,106.27	62.4%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>18429719.22</u></b>	<b><u>15502066.20</u></b>	<b><u>2,927,653.02</u></b>	<b><u>18.9%</u></b>



Clearview  
Library District  
Friends & Foundation



# HOW DO WE HELP THE LIBRARY?

WE FUND EXCEPTIONAL ACTIVITIES AND ENRICHMENT ITEMS THAT FALL OUTSIDE OF THE LIBRARY'S OPERATING BUDGET, SUCH AS

- AUTHOR TALKS
- CHILDRENS BOOKS AND PROGRAMS
- INTER-GENERATIONAL PROGRAMMING
- CUSTOM LITTLE FREE LIBRARIES FOR COMMUNITY
- TECH TOYS FOR WELD RE4 SCHOOL PROGRAMMING
- LIBRARY ADVOCACY AND INFORMATIONAL MAILINGS

YOUR MEMBERSHIP MAKES A DIFFERENCE.  
JOIN US AT [CLDFRIENDS.ORG](http://CLDFRIENDS.ORG)



# History

- The Windsor-Severance Library Foundation was formed in 2005 as a 501c3 non-profit org.
- The Foundation can
  - Accept community donations to the library
  - Build an endowment for capital projects
  - Release yearly funds for special programming, services or items
- 2007 letter writing campaign for Bookmobile
- Name change to Clearview Library District Foundation
- Addition of “Friends” to name

# Financials

## To date:

- Checking Balance = \$20,890.72
- Certificates of Deposit (5) = \$80,335.59
- Total Assets = \$101,226.31

## Since inception in 2009

- Total Revenues = \$212,556
- Expenses = \$125,732
  - Fundraising = \$28,894 (13%) \*Includes cost of beer
  - Transfers to Campaign Committees = \$19,793 (9%)
  - Programming = \$54,329 (26%) \*Includes author talk fees
  - General Operations = \$22,716 (11%)
- Net Income = \$86,824 (41%)

## MOU with CLD

- Created in 2019
- Outlines the supportive relationships between the CLD and the CLD Friends & Foundation
- Good idea for each board to review yearly so new members are familiar with each entity's role

# Outreach

- Harvest Festival and Parade
- Downtown Halloween Parade
- Severance Days
- “Friends Table” at local businesses
- Library card door hangers
- Little Library Book Drop
- “A Reader Lives Here” yard signs



# New Building Ballot Initiatives



# Fundraising

## Thursday Night Concerts Beer Tent and Oktoberfest

- Total sales 2017-2019: \$46,020
- The town did not award us with a 2021 contract



# Fundraising Cont...

Membership dues (2019-21): \$1625

Used car sales (7): \$4506

Used books (2009-2018): \$65,965

# Gifts to the library

## 2020 Gift: \$10,000

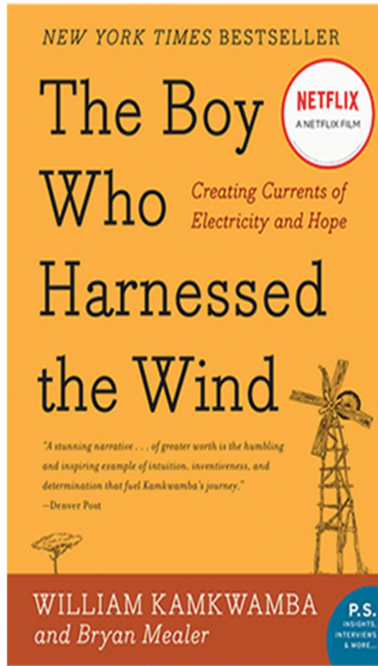
- Intergenerational programming \$2000
- Children's Books (take home kits replacements) \$2000
- Tech Toys (\$1000)
- One Mailing of library magazine, the Focus (\$5000)



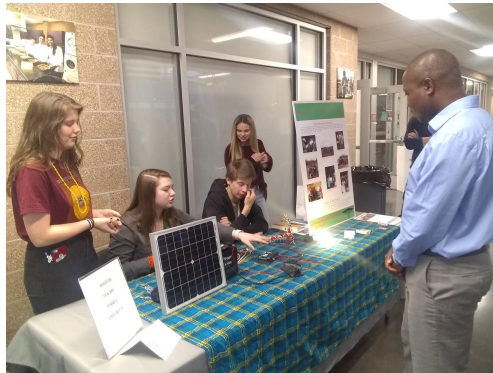
# Clearview Reads (Event/fundraiser)

- Kathy Murphy Speaker Series Endowment
  - \$100,000 given as a memorial to a former library director, Kathy Murphy, in 2016.
  - Weld Community Foundation stewards the money
  - CLD F&F requests a withdrawal each year to help cover the cost of bringing in an author to speak.
  - 8 authors so far, usually one per year.
  - Total received so far from endowment fund= \$23,046
  - Total ticket sales for 8 authors: \$24,587

# Clearview Reads 2020 William Kamkwamba



# Clearview Reads 2020 Innovation Fair



Attendance: Just under 800  
Sponsorships: \$2300  
Endowment: \$9000 (2019 and 2020)  
Ticket Sales: \$3800

Expenses: \$15,500      Net: Roughly broke even

# Clearview Reads 2020



# Clearview Reads 2021 Anne Hillerman

**Nancy Drew**  
90th Birthday Celebration

**SLEUTHING EVENTS**

- COMMUNITY WIDE SCAVENGER HUNT
- PLAY-AT-HOME MYSTERY DINNER
- ANNE HILLERMAN AUTHOR TALK

JOIN THE LIBRARY FOR A WEEK OF NANCY DREW THEMED EVENTS.

April 19th-24th

Get a Clue

Weld Community Foundation

REGISTER ONLINE @ CLDFRIENDS.ORG

Clearview Library District Friends & Foundation



**Nancy Drew**  
90th Birthday Celebration

**AUTHOR TALK**

ANNE HILLERMAN  
APRIL 24TH, 2021

Get a Clue

Weld Community Foundation

Clearview Library District Friends & Foundation



Attendance: 117 Scavenger Hunts  
60 Mystery Dinners  
56 Author talk tickets  
Endowment: \$1500  
Expenses: \$2600 Net: ~\$2300

# Friends of the Library

- 255 Friends of the Library who opted in to our emails and updates
- 12 Memberships
- 2 recurring donors
- 4 individual donations

After the 2018 election results, the Foundation decided to start a Friends group to grow library love and then we created membership levels to bring in additional revenue. Our Friends group is growing slowly, but we believe this group will be the key to putting on large fundraising events and swaying future ballot results in the library's favor.



A top-down photograph of a group of people holding hands in a circle on a wooden floor. The focus is on the hands and forearms of two individuals in the center, wearing plaid shirts. The background shows other people's legs and feet, suggesting a larger group. The lighting is warm and natural.

# Let's be Friends



# Future Goals

- Increase Friends group
  - Businesses
  - Community members
- Increase communication to the Friends group
- Ramp up fundraising to help meet the library's ambitious 4 year facilities plan
- Recruit new Foundation board members and consider a paid Foundation Director
- Establish Clearview Reads as a significant and recognizable cultural event for the district



## 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 (joined the meeting at 5:42pm), Treasurer Ronald Dunworth, Secretary Brian Lampe, Board Member Ron Clark, Board Member/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Scott Charpentier, Weld RE-4 School District Liaison Lance Nichols, and Attorney William Garcia.

### Absent:

Staff: Director Ann Kling, IT/Tech Services Manager Bud Hunt, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Katie Messerli, and Tech Services Natalie Wagner

### Review of Agenda

Kendra asked to move the Weld RE-4 presentation up in the agenda.

Motion by Ronald Dunworth, second by Ron Clark, to move the presentation on the Weld RE-4 School Bond up in the agenda; motion passed unanimously.

### Public Input

Nothing at this time.

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

No questions at this time regarding the Director's Report.

- 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. Kendra asked if there was movement in the stats, due to restrictions being lifted. Director Kling replied that the numbers are growing and coming along nicely.

### Personnel Report - Rochelle Brotsky, Vice President

Director Kling reported that at this time, Bud and his team are interviewing for the Instructional Technologist Librarian position. Customer Service Specialist Chelsea Ellingson has moved from Customer Service over to Mobile Service. Customer Service will need to hire someone to replace that position.

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

Ronald reported on a disbursement from Weld County. The library district is in a good cash position - which enabled transfer of monies to the Long Term Planning Fund. Frank asked about 74% of taxes collected. Ronald replied that 26% is still to be collected over the course of the year.

Motion by Brian Lampe, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for April 2021; motion passed unanimously.

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

Rochelle reported that they were very happy with how the Author Talk program went, and they made about \$2,000.00. Rochelle also said that the Friends and Foundation board will be reaching out to Bud to see about alternative options for the Nation Builder software that tracks membership and fees. They are also exploring other options for fundraising. The Friends and Foundation would love to grow their numbers and are looking for people to join and volunteer. [Clearview Library District Friends & Foundation](#)

**Reports of the Liaisons**

Town of Windsor: Scott Charpentier reported that the town is working hard planning for the future and population growth; the sewer plant; Highway 257; Walnut St.; River Walk along the Poudre; Windsor is developing to be a destination place. Still averaging 100 permits/month this year with people moving into Windsor. Windsor has completed the emergency management procedures.

Town of Severance: Frank Baszler reported that they are still working with a 6 member board until the special election in the fall. The town is redoing the downtown area with new concrete. Planning Severance Days and all the parties that were missed last year due to COVID-19. Building ball fields and a bridge to cross over the Great Western Trail.. Severance would like to work with the Windsor Recreation Department to get teams to play on the ball fields. A Severance recreation center would be nice, but not in planning stages yet.

Weld RE-4 School District: Lance Nichols reported that the board is heavy into the bond talks right now. Discussion of Windsor Middle School and the Grant money. Lance asked if anyone knows someone/business that would like to learn more about the Weld RE-4 bond, and to please reach out to Dan or himself. Graduation was last weekend at The Ranch, over 340 students graduated!

**Reports of Library Board Members**

The Long Range Planning Committee of the Library Board met 5/19/2021.

At this meeting topics covered were: Thank Yous and Follow Ups Update; Presentations to other Agencies Update; Coordination with Friends and Foundation Update; Potential Grants; Next Steps – Financing; Owner’s Representative; Central Services Building Purchase; Severance Intergovernmental Agreement (IGA); Discussion Scope of Committee Work Moving Forward.

**Old Business**

- Approve Minutes of the April 29, 2021 Board Meeting
  - Minutes were approved.
  - Motion by Ron Clark, second by Brian Lampe, to approve minutes of the April 29, 2021 meeting; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Director
  - Director Kling reported that she and Katie Messerli have shared the presentation around Windsor and Severance with a few more presentations to go. Committee met and is tying up loose ends and sending out thank you notes. Focusing now on the Long Range plan now in June. Put out an RFP for an Owner’s Rep and received 2 proposals. Ronald

and Ann have been meeting with financial brokers who have responded to the letter of inquiry that was sent out. Also looking at Inspectors for the new building. Attorney Garcia has been working on the IGA with the town of Severance.

#### New Business

- Presentation on the Weld RE-4 School Bond - Dan Seegmiller, Superintendent
  - Dan Seegmiller presented a slide show presentation on a potential November 2021 bond initiative. Dan thoroughly discussed the bond and fielded questions asked to him by the library board. If there is further interest please refer to: <https://bond.weldre4.org/>
  
- Summer Adventure Program Update – Casey Lansinger-Pierce, Public Services Manager
  - Casey reported on the Summer Adventure Program, Tails and Tales, and why it's such a big deal for the community and the library district. Casey did a slideshow presentation entailing how the summer reading program works, the different activities, the programs being offered, and why it's all so important. Casey answered questions about the program and shared exciting news that there are already 1,003 registrants – this is within 1 week! [Summer Adventure Program - Clearview Library District](#)
  - Director Kling spoke about the Poudre River Trail-athlon Adventure and a kit that was put together at the last second. Director Kling thanked the staff for doing that so well. Check it out here: [News Updates | City of Greeley - Annual Poudre Trail-athlon Adventure to Begin](#)
  - Casey added that the Greeley Philharmonic will be coming back to play, for the library, again this summer in July! [Summer Concert with the Greeley Philharmonic - Clearview Library District](#)
  
- Emergency Closing Policy – Ann Kling, Director
  - Director Kling reported that there is a slight revision to include any emergency condition, not just weather. It also empowers additional staff (not just the Director) and lets the President of the Board know of a closure or of a delay in opening.
  - Motion by Ron Clark, second by Brian Lampe, to accept the updated Emergency Closing Policy as presented; motion passed unanimously.
  
- Review of the Bylaws - Ann Kling, Director
  - Director Kling reported that the Bylaws are reviewed annually in order to make any recommendations or changes to the Bylaws. Board members and Director Kling discussed the by-laws, any questions in relation to the by-laws as they are written, and any clarifications or changes needed to move forward. Attorney Garcia will implement any changes and will have these for the June Regular Board Meeting.
  
- Approval of Web Design Contract - Katie Messerli, Communications Specialist & Bud Hunt - IT & Technical Services Manager
  - Bud reported on the Web Design Project that Katie, her team, and himself have been working on. Katie reported on Proof Studio and that staff are excited to work with them. The proposed contract is less than the amount budgeted.
  - Motion by Ronald Dunworth, second by Brian Lampe, to approve the Web Design and Development Contract with Proof Studio, Inc. as presented; motion passed unanimously.



### **Executive Session**

An Executive Session Pursuant to Section 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 Potential Real Estate Transactions, Intergovernmental Agreements, and Potential Negotiations with Financial Brokers.

Motion by Rochelle Brotsky, second by Ron Clark, to go into executive session pursuant to C.R.S. § 24-6-402(4)(e)(I); motion passed unanimously at 7:11 pm. Frank Baszler will be excused when the conversation turns to the town of Severance.

Board member Clark left the executive session at 8:12pm.

President Kendra Adams called the regular meeting of the library board back to order at 8:20 pm.  
Present: Kendra Adams, Rochelle Brotsky, Ron Dunworth, Brian Lampe.

### **Upcoming Agenda**

Revisit the Bylaws  
Annual Review of Investments  
Review Holiday Closures for 2022  
Friends and Foundation Presentation  
Executive Session

### **Adjourn**

Motion by Brian Lampe, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 8:22 pm.

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### **Upcoming Meetings**

- Board of Trustees Special Meeting, 5:30 p.m., Monday, June 7 (Hybrid, via Zoom)
- Long Range Planning Committee, 1 p.m., Wednesday, June 9 (Hybrid, via Zoom)
- Board of Trustees Regular Meeting, 5:30 p.m., Thursday, June 24 – 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.*



## Memorandum

**To:** Library Board

**From:** Ann Kling, Library Director

**Date:** June 24, 2021

**Re:** Removal of Lost Card Charges

**Item 3:** New Business

### **Background / Discussion**

Replacement fees for lost library cards have been collected for many years at the Clearview Library District. The current fee is \$1.50 to replace a lost library card. From October 2020 - May 2021 the library district recorded fees for 96 lost cards, a total of \$144, and collected fees for 45 lost cards, \$67.50. The library district pays \$.09 for each card.

In the past few years, the library district has eliminated overdue fines on most materials and has allowed \$2.00 of printing/copies per day. The lost card fee is the last barrier to making access to library materials and services easier for our patrons.

### **Budget Considerations**

The revenue from lost cards is not a significant percentage of the library district budget. Staff time will be saved by not having to add the fee to patron records.

### **Recommendation(s)**

The Library Director and Management Staff and Supervisors recommend the removal of charges for lost library cards.

## **2022 Proposed Holiday Closings for the Clearview Library District**

Jan. 1 (Saturday) - New Year's Day (The library will be open on Friday, Dec. 31 until 6pm. Full-time staff will receive Friday as the paid holiday).

Apr. 17 (Sunday) - Easter

May 29-30 (Sunday, Monday) - Memorial Day Weekend (Monday is a paid holiday for full-time staff)

July 4 (Monday) - Independence Day

Sept. 4-5(Sunday, Monday) – Labor Day weekend (The bookmobile will be at Main Park for Harvest Festival on Sunday and Monday.)(Monday is a paid holiday for full-time staff)

Nov. 23 (Wednesday) Close at 6pm.

Nov. 24 (Thursday) Thanksgiving Day

Dec. 24-25 (Saturday, Sunday)( Full-time staff will receive Friday, Dec. 23 and Monday, Dec. 26 as paid holidays.)

The library is open on Martin Luther King Day( Jan. 17), President's Day (Feb. 21), Juneteenth(June19), Columbus Day(Oct. 10), and Veteran's Day(Nov. 11)



## Memorandum

**To:** Library Board  
**From:** Ann Kling, Library Director

**Date:** June 24, 2021  
**Re:** Holiday Closures for 2022  
**Item #:** 4, New Business

### **Background / Discussion**

Each June, the Library Board approves the holiday closings for the coming year. The library is open 355 days a year, closing only for major holidays. The library does not close on Martin Luther King Day, President's Day, Juneteenth, Columbus Day or Veteran's Day. It has been the opinion of the Board that the library should be open as many days as possible to provide patrons with opportunities to visit when they have time off from work. The library does close on the Sunday before Memorial Day and the Sunday before Labor Day. This decision was made based on the low attendance on those Sundays.

The Library Board may want to consider adding additional days to the holiday closures.

### **Recommendation(s)**

The Director recommends approval of the Proposed 2022 Holiday Closures.

### **Attachments**

Proposed 2022 Holiday Closures