

AGENDA

Call to Order

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

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

Reports of the Liaisons

Reports of the Board Members

Old Business

- Approve Minutes of the March 31, 2022 board meeting (Action)
- Approve Minutes of the April 14, 2022 Special Meeting of the Board] (Action)
- Approve Minutes of the April 28, 2022 board meeting (Action)
- Facilities Plan Update (Information)
- By-laws Update

New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Public Services Manager (Information)
- Ad-Hoc Policy Committee - Jeromey Balderrama, Board Member, Ann Kling Library Director (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, June 30, 2022, 5:30 p.m. – Windsor Severance Library

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 - April 2022

Districtwide Update - Director Ann Kling

Highlights

- A public meeting was held in Severance Town Hall Wednesday, April 27, from 6-8 pm to reveal the initial building plan for a branch library and get public feedback. Twenty-two people attended in person and 3 online. Feedback was very positive with everyone wanting more of everything. The difficult part will be fitting it all into a 10,000 sq. ft. building.
- Renovation plans for Ash St. were sent to the Windsor Planning Department for review.
- Hatching eggs drew people of all ages to the Children's Dept in April both in person and online. Four very different chicks spent some time in the library before they were sent to live at a staff member's farm. Thanks to Early Literacy Librarian Nancy Milliken for engaging the public in this educational activity which cultivated a lot of curiosity.

Opportunities

- In person children's programming began in April, and parents are delighted to be able to bring their little ones to storytime and to have in-person programs for their school-age children.
- Outreach services to the schools began again in April with the return of the Books and More (BAM).

Challenges

- At a Special Meeting of the Library Board on April 14, the Board approved an increase in the construction costs for the remodel of the Windsor Severance Library. The initial costs were estimated in late 2019. Since then, construction costs have escalated.
- Staff turnover and illnesses continue to stretch the remaining staff thin. This is problematic as the district faces the busy summer season.

Personnel

- At the All Staff Meeting on Friday, April 9, the staff learned about the Library Bill of Rights, the Freedom to Read, and current censorship challenges across the country. More challenges were logged with the American Library Assn in 2021 than any other year since the formation of the Intellectual Freedom Office.
- Sara Nesbitt, Instructional Technologist, is on disability leave.
- The Mobile Services Assistant, Children's Services Assistant, IT Assistant, and Customer Service Specialist (Combined Mobile and Library) positions have been filled.
- The following positions are currently available: IT Assistant, Technical Services Supervisor, and Customer Service Specialist.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- Heidi Fuhrman (Mobile Services) and Foster Hepler (Children's Services) did an amazing job coordinating and facilitating Battle of the Books with the Weld RE-4 School District throughout April. This year three schools participated (Skyview, WCA, and Range View). Heidi and Foster facilitated the first battles in the schools, with the final all-day battle held at Windsor-Severance Library. There was great participation, and Heidi and Foster received many compliments.
- The 'Egg to Chick' interactive display that Nancy Milliken created was a huge hit in April. Nancy procured several eggs and, after days spent in an incubator, four baby chicks hatched. Library patrons of all ages came into the library just to visit the chicks. The chicks were eventually rehomed with Teen Librarian Amy McFadden; after receiving many questions about how the chicks were doing in their new home, Nancy and Jesse Feavel put together a video to give our questioning patrons an update.

Opportunities

- Children's Services staff were sent to the United Way Children's Festival in early April. We engaged with over 800 people through early literacy-focused activities and by handing out library information.
- Trisha Parsons and Christy Olson partnered with the Windsor High School Robotics Team for the last session of their family book club (Imagine Stories Together). The robotics students demonstrated their robots to a very entertained audience. We always enjoy partnering with the school district and furthering the mission of our respective organizations.

Challenges

- Finding coverage for staff call-outs continues to be stressful for the public services team. However, as of mid-May, we have made a few job offers that will hopefully help with this challenge. While we still won't be fully staffed, we will have much more support than we currently do.

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

Highlights

- The bookmobile wireless connectivity was solved, and we are back to being able to provide wireless connectivity to our patrons at our bookmobile stops.
- We have had an increase in patrons asking for 1 on 1 appointments. Jesse Feavel has handled appointments ranging from helping a patron learn her new iWatch and the health features to getting a local patron's early easter present Chromebook up and running for her nail salon business.
- Polaris was upgraded to 7.1, which added the ability to do many more functions in the LEAP web-based software, making the ordering process easier for the librarians.
- Jesse Feavel helped set up the Youtube live feed and Facebook live videos of the Egg to Chick children's program. This was very popular and generated excitement among both staff and patrons.

Opportunities

- Pam Lambert is continuing to work with librarians for EDI and ordering processes. After a few issues, the process is solidified.
- IT assistants are creating a calendar of all accounts, bills, and renewals to help manage bill pay. They are attaching everything to a generic account so that if someone leaves, we will know what renewals and bills are coming.
- IT and Technical Services staff interviewed candidates for the vacant IT Assistant position. The top choice candidate accepted the position with a tentative start date of May 2nd. We look forward to welcoming him to the department.

Challenges

- With one IT Assistant position vacant, IT staffing is difficult for evenings.
 - The Extron system in the large meeting room continues to cause challenges with recording, setup, and use. We are creating documentation to help and also looking at an upgrade within the Windsor-Severance Remodel.
 - Sara Nesbitt, the Library Instructional Technologist, is taking a leave of absence for health issues.
-

April 2022 Usage Stats

Highlights:

- Total patrons served is up almost 25% due to resuming outreach activities. These included BAM (Books and More) at the schools, Super Science Saturday, and a United Way event.
- In-person onsite programming is also starting up again. In-person attendance is much higher than the previous month, due to there being more in-person programs.
- Stats that held steady from the previous month include active cardholders, virtual borrowers, physical circulation, and WiFi usage.



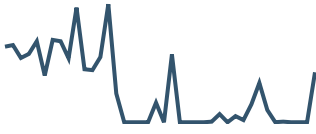

About the Dashboards:

- 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 Apr 2022	% Change From Mar 2022	% Change From Apr 2021	Sparklines (data since Jan 2019)
Library 10,488	6.55%	37.04%	
Bookmobile 605	-5.02%	-13.69%	
Outreach 1,840	No data	513.33%	
Total Patrons 12,933	23.41%	49.45%	

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

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

Circulation			
Counts for Apr 2022	% Change From Mar 2022	% Change From Apr 2021	Sparklines (data since Jan 2019)
Physical Circs 31,370	-0.36%	11.11%	
Digital Circs 7,741	-4.81%	-12.63%	
Database Usage 1,503	-8.02%	-26.68%	

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



Programs			
Counts for Apr 2022	% Change From Mar 2022	% Change From Apr 2021	Sparklines (data since Jan 2019)
Program Attendees 1,556	68.95%	92.34%	N/A
Total Programs 50	-16.67%	-30.56%	
Waitlisted People 75	87.50%	13.64%	
Waitlisted Programs 22	120.00%	144.44%	

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

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

Cardholders			
Counts for Apr 2022	% Change From Mar 2022	% Change From Apr 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,351	-1.18%	11.79%	
New Cardholders 287	-16.33%	97.93%	

Website Stats			
Counts for Apr 2022	% Change From Mar 2022	% Change From Apr 2021	Sparklines (data since Jan 2019)
Pageviews 15,286	9.73%	-19.69%	

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

4/30/2022

Current Assets

Checking/Savings/Cash

		3/31/2022		4/30/2022	Change +/-
1010 - Petty Cash	\$	140.65	\$	140.65	\$ -
1015 - Cash on Hand	\$	433.30	\$	433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	2,838,124.44	\$	3,364,031.69	\$ 525,907.25
1034 - Colo Trust Gen Fund Res 8005	\$	1,000,659.25	\$	1,001,028.76	\$ 369.51
1038 - Colo Trust Operating Fund 8003	\$	2,191,372.12	\$	3,240,340.16	\$ 1,048,968.04
1040 - Colo Trust Capital Fund-8001	\$	1,129,871.53	\$	1,130,288.75	\$ 417.22
1053 - Bank of Colorado--Checking	\$	178,631.08	\$	130,064.28	\$ (48,566.80)
1054 - Bank of San Junas, Glacier	\$	5,690,111.00	\$	5,165,294.18	\$ (524,816.82)
Total Checking/Savings		13,029,343.37	\$	14,031,621.77	\$ 1,002,278.40

March 2022 Close	\$	13,029,343.37
April 2022 Close	\$	14,031,621.77
Month To Month Change	\$	1,002,278.40

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,364,031.69
1034 · Colo Trust Gen Fund Res 8005	1,001,028.76
1038 · Colo Trust Operating Fund 8003	3,240,340.16
1040 · Colo Trust Capital Fund-8001	1,130,288.75
1053 · Bank of Colorado--Checking	130,064.28
1054 · Bank of San Juans, Glacier FB	5,165,294.18
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Total Checking/Savings	14,031,621.77
Accounts Receivable	
1200 · Accounts Receivable	527.66
	<hr/>
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
	<hr/>
Total Other Current Assets	4,892,901.12
Total Current Assets	18,925,050.55
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
	<hr/>
Total Other Assets	5,206,068.64
TOTAL ASSETS	<u>24,131,119.19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	32,875.66
	<hr/>
Total Accounts Payable	32,875.66
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	164.14
2111 · Pera Payable (Library)	-89.38
2112 · Employee Health Insurance Payab	2,166.31
2120 · Colorado W/H. Taxes Payable	-399.08
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
	<hr/>
Total Other Current Liabilities	4,841,362.82
Total Current Liabilities	4,874,238.48
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
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Total Long Term Liabilities	6,038,354.43
Total Liabilities	10,912,592.91

05/18/22

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of April 30, 2022

	<u>Apr 30, 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	6,959,751.19
	<hr/>
Total Equity	13,218,526.28
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TOTAL LIABILITIES & EQUITY	24,131,119.19
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CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of April 30, 2022

	Apr 30, 22	Apr 30, 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	3,364,031.69	2,995,206.43	368,825.26	12.3%
1034 · Colo Trust Gen Fund Res 8005	1,001,028.76	1,000,083.87	944.89	0.1%
1038 · Colo Trust Operating Fund 8003	3,240,340.16	3,963,473.30	-723,133.14	-18.2%
1040 · Colo Trust Capital Fund-8001	1,130,288.75	220,238.71	910,050.04	413.2%
1053 · Bank of Colorado--Checking	130,064.28	164,221.22	-34,156.94	-20.8%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
Total Checking/Savings	14,031,621.77	8,343,805.88	5,687,815.89	68.2%
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	64,766.44	-29,015.43	-44.8%
Total Other Current Assets	4,892,901.12	4,921,916.55	-29,015.43	-0.6%
Total Current Assets	18,925,050.55	13,266,250.09	5,658,800.46	42.7%
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	24,131,119.19	18,472,318.73	5,658,800.46	30.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	32,875.66	91,129.86	-58,254.20	-63.9%
Total Accounts Payable	32,875.66	91,129.86	-58,254.20	-63.9%
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)	164.14	106.56	57.58	54.0%
2111 · Pera Payable (Library)	-89.38	-72.78	-16.60	-22.8%
2112 · Employee Health Insurance Payab	2,166.31	1,550.01	616.30	39.8%
2120 · Colorado W/H. Taxes Payable	-399.08	0.00	-399.08	-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	4,841,362.82	4,841,104.62	258.20	0.0%
Total Current Liabilities	4,874,238.48	4,932,234.48	-57,996.00	-1.2%
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	10,912,592.91	10,970,588.91	-57,996.00	-0.5%

7:07 AM

05/23/22

Accrual Basis

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of April 30, 2022

	<u>Apr 30, 22</u>	<u>Apr 30, 21</u>	<u>\$ Change</u>	<u>% Change</u>
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	6,959,751.19	3,455,727.93	3,504,023.26	101.4%
Total Equity	<u>13,218,526.28</u>	<u>7,501,729.82</u>	<u>5,716,796.46</u>	<u>76.2%</u>
TOTAL LIABILITIES & EQUITY	<u>24,131,119.19</u>	<u>18,472,318.73</u>	<u>5,658,800.46</u>	<u>30.6%</u>

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

	<u>Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3110 · General Property Tax	1,467,278.06	4,155,604.00	-1,377,577.92	66.85%
3120 · Specific Ownership	19,324.16	210,000.00	-129,173.60	38.49%
3121 · Senior/Veteran's Tax	30,434.70			
3130 · Abatement	4,541.62			
3140 · Abatement Interest	0.06			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	7.40			
3335 · State Library Grant	0.00	9,914.00	-9,914.00	0.0%
3522 · Book Replacement	604.72	6,000.00	-3,543.63	40.94%
3600 · Miscellaneous Revenue	388.17	3,500.00	-3,111.83	11.09%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	2,565.47	3,500.00	1,364.86	139.0%
3611 · COP / Lease	0.00	5,686,076.00	73,924.00	101.3%
Total Income	<u>1,525,144.36</u>	<u>12,718,521.00</u>	<u>-4,053,237.05</u>	<u>68.13%</u>
	1,525,144.36	12,718,521.00	-4,053,237.05	68.13%
Expense				
4045 · Tuition Reimbursement	0.00	0.00	0.00	0.0%
4050 · Operating Supplies	657.35	50,000.00	-42,444.16	15.11%
4053 · Overdue Collection Agency Chrg	0.00	350.00	-224.70	35.8%
4054 · Credit Card Processing Fees	243.04	2,500.00	-1,304.13	47.84%
4055 · Bank Charges	35.00	525.00	-339.25	35.38%
4056 · Payroll Service	193.22	3,200.00	-2,057.65	35.7%
4057 · Administration Wages				
4047.1 · Director Salary	0.00	140,824.00	-118,255.97	16.03%
4057 · Administration Wages - Other	28,369.03	337,459.00	-259,175.01	23.2%
Total 4057 · Administration Wages	<u>28,369.03</u>	<u>478,283.00</u>	<u>-377,430.98</u>	<u>21.09%</u>
4058 · Administration Pera/Payroll Tax	4,447.57	73,867.00	-58,068.69	21.39%
4059 · Workers Comp	-1,160.00	9,019.00	-5,105.00	43.4%
4060 · Administration SDI	19.29	2,207.00	-2,129.84	3.5%
4061 · Administration Health Insurance	1,622.02	48,287.00	-43,246.33	10.44%
4062 · Admin Life Insurance	0.00	0.00	0.00	0.0%

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

	Apr 22	Budget	\$ Over Budget	% of Budget
4080 · Staff Development	96.10	2,000.00	-1,808.56	9.57%
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	100.00	5,400.00	-5,279.00	2.24%
4129 · Meetings-Employees	0.00	4,500.00	-4,225.98	6.09%
4130 · Conferences / Workshops	0.00	4,500.00	449.93	110.0%
4131 · Mileage	126.71	7,000.00	-6,365.89	9.06%
4132 · Meetings (non employees)	0.00			
4139 · Board Expenses	0.00	100.00	-100.00	0.0%
4140 · Dues	175.00	3,000.00	-1,912.00	36.27%
4141 · Library District Memberships	0.00	7,100.00	-6,810.00	4.09%
4145 · Staff Incentives	225.02	10,000.00	-9,213.83	7.86%
4150 · Legal	2,860.00	55,000.00	-35,601.25	35.27%
4160 · Telephone	167.34	15,000.00	-14,329.47	4.47%
4170 · Postage	290.00	1,500.00	-699.40	53.37%
4185 · Copy Machine Lease	860.70	18,500.00	-14,683.65	20.63%
4190 · Miscellaneous Expenses	79.50	41,124.00	-24,992.80	39.23%
4191 · Public Relations				
4191.1 · Ads/Sponsorships	500.00			
4191.2 · Print Materials	0.00			
4191 · Public Relations - Other	0.00	98,400.00	-98,400.00	0.0%
Total 4191 · Public Relations	500.00	98,400.00	-91,096.20	7.42%
4200 · Treasurer's Fee	22,485.38	62,334.00	-20,125.54	67.71%
4401 · Salary & Wages Circulation	18,110.35	248,239.00	-173,199.87	30.23%
4402 · Circulation Pera/Payroll Taxes	2,839.67	35,469.00	-23,714.20	33.14%
4403 · Circulation Health Insurance	772.27	27,294.00	-24,229.36	11.23%
4404 · Circulation Worker's Comp	0.00	0.00	0.00	0.0%
4405 · Circulation SDI	84.25	840.00	-503.00	40.12%
4406 · Circulation Life Insurance	7.75	93.00	-62.00	33.33%
4440 · Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 · Annual Maint / Support Software	17,467.14	76,500.00	-37,484.35	51.0%
4446 · Tech Support	130.00	1,500.00	-980.00	34.67%

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

	Apr 22	Budget	\$ Over Budget	% of Budget
4450 · Computer Equipment & Supplies	5,066.88	81,150.00	-60,349.13	25.63%
4460 · Monthly Online Services Soft.	1,870.00	1,600.00	4,346.47	371.65%
4470 · Salary & Wages-Tech Services	34,076.56	467,290.00	-351,190.39	24.85%
4472 · Tech Serv Pera/Payroll Taxes	5,343.21	58,409.00	-40,220.12	31.14%
4473 · Tech Serv Health Insurance	5,159.36	55,285.00	-38,004.25	31.26%
4474 · Tech Serv Worker's Comp	0.00	0.00	0.00	0.0%
4475 · Tech Services SDI	153.40	1,877.00	-1,263.40	32.69%
4476 · Tech Serv Life Insurance	15.50	372.00	-271.25	27.08%
4485 · Teen Programs	203.33	5,000.00	-4,244.52	15.11%
4486 · Internet Service	1,221.87	26,400.00	-21,636.16	18.05%
4498 · Youth Services SDI	84.23	2,994.00	-2,657.08	11.25%
4500 · Salary & Wages-Youth Services	32,541.96	489,943.00	-365,762.98	25.35%
4501 · Youth Services Life Insurance	23.25	558.00	-480.53	13.88%
4502 · Youth Serv Pera/Payroll Taxes	5,099.66	75,246.00	-55,799.98	25.84%
4503 · Youth Serv Health Ins.	2,473.44	69,107.00	-58,921.35	14.74%
4504 · Youth Serv Workers Comp	0.00	0.00	0.00	0.0%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	161.06			
4505 · Youth Service Programs - Other	1,227.03	40,000.00	-32,859.32	17.85%
Total 4505 · Youth Service Programs	1,388.09	40,000.00	-32,698.26	18.25%
4507 · Adult Serv Pera/Payroll Taxes	1,487.31	23,695.00	-17,504.15	26.13%
4508 · Adult Serv Health Insurance	2,578.04	18,428.00	-8,712.98	52.72%
4509 · Adult Serv Worker'sComp	0.00	0.00	0.00	0.0%
4510 · Adult Programs	901.19	14,000.00	-11,193.63	20.05%
4511 · Salary & Wages-Adult Services	9,485.39	154,282.00	-114,760.95	25.62%
4513 · Adult Services SDI	75.69	728.00	-425.24	41.59%
4514 · Adult Services Life Insurance	0.00	0.00	0.00	0.0%
4515 · Adult Print Materials	3,755.48	55,000.00	-40,550.96	26.27%
4517 · Materials Processing	261.05	16,000.00	-15,106.95	5.58%
4520 · Adult Non-Print Materials	1,052.54	40,000.00	-36,108.46	9.73%
4521 · Explore Kits	124.95	5,000.00	-4,443.91	11.12%
4525 · Periodicals	176.26	5,000.00	-2,107.84	57.84%

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

	<u>Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4530 · Electronic Databases	0.00	27,000.00	-14,973.70	44.54%
4531 · Downloadable / Streaming Serv.	7,610.35	80,000.00	-35,401.47	55.75%
4532 · Youth Services Print Materials	1,348.92	25,000.00	-18,322.61	26.71%
4533 · Youth Serv Non-Print Materials	134.37	3,500.00	-2,771.52	20.81%
4534 · Games	191.80	10,000.00	-8,304.11	16.96%
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	200.01	3,500.00	-2,736.88	21.8%
4610 · Repairs & Maintenance				
4610.1 · Repair and Maint 3rd Street	0.00			
4610 · Repairs & Maintenance - Other	1,365.00	50,000.00	-40,585.38	18.83%
Total 4610 · Repairs & Maintenance	<u>1,365.00</u>	<u>50,000.00</u>	<u>-40,585.38</u>	<u>18.83%</u>
4615 · Security Service	0.00	1,270.00	-1,066.00	16.06%
4620 · Utilities				
4620.1 · Utilities 3rd Street	0.00			
4620.2 · Utilities Ash Street	57.36			
4620 · Utilities - Other	235.49	40,000.00	-39,479.81	1.3%
Total 4620 · Utilities	<u>292.85</u>	<u>40,000.00</u>	<u>-30,285.46</u>	<u>24.29%</u>
4630 · Insurance	0.00	27,000.00	-2,673.00	90.1%
4631 · Bookmobile Maintenance	0.00	15,000.00	-14,027.10	6.49%
4632 · Fuel, Oil, Lubricants				
Book Mobile Fuel	76.32			
4632 · Fuel, Oil, Lubricants - Other	0.00	4,000.00	-3,944.05	1.4%
Total 4632 · Fuel, Oil, Lubricants	<u>76.32</u>	<u>4,000.00</u>	<u>-3,867.73</u>	<u>3.31%</u>
4637 · Outreach Life Insurance	7.75	93.00	-62.00	33.33%
4638 · Salary & Wages-Outreach	12,170.98	177,231.00	-129,292.33	27.05%
4639 · Outreach PERA/ Payroll Taxes	1,908.41	24,509.00	-16,999.43	30.64%
4640 · Outreach Health Ins	767.85	25,339.00	-22,305.32	11.97%
4641 · Outreach Worker's Comp	0.00	0.00	0.00	0.0%
4643 · Book Mobile Expenses/Supplies	384.99	500.00	25.82	105.16%
4644 · Outreach Phone	146.74	0.00	734.49	100.0%
4647 · Outreach SDI	82.41	866.00	-536.36	38.07%

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

	<u>Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4710 · Land/Building Improvements	1,860.00			
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 · Courier Van	0.00	60,000.00	-6,995.64	88.34%
4723 · Lease Payment	0.00	363,015.00	-363,015.00	0.0%
4726 · Transfer to Reserve Funds	0.00	0.00	0.00	0.0%
9000 · Capital Outlay	-19,873.30	8,530,003.00	-7,842,543.52	8.06%
Total Expense	<u>225,097.79</u>	<u>12,818,521.00</u>	<u>-11,112,988.24</u>	<u>13.31%</u>
	<u>1,300,046.57</u>	<u>-100,000.00</u>	<u>7,059,751.19</u>	<u>-6,959.75%</u>

Draft Minutes (Unapproved)

Call to Order

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

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee/Town of Severance Liaison Frank Baszler (joined the meeting at 5:35 pm), Weld RE-4 School District Liaison Aaron Smith, and Attorney William Garcia.

Absent: Town of Windsor Liaison Scott Charpentier

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Christine Henschler, Tech Services Assistant Natalie Wagner, Library Instructional Technologist Sara Nesbitt, and Bookkeeper/HR Assistant Erin Mitchell.

Review of Agenda

Update to the agenda, there are 2 Executive Sessions. Executive Session is covered under C.R.S. § 24-6-402(4) (a) and (e).. Also, strike the Investment Committee Report presentation of Ron Dunworth - Treasurer and Cole Gerstner Trustee from the agenda.

Motion by Jeromey Balderrama, second by Rochelle Brotsky, to accept the Updated Changes to the 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.
- Monthly Statistics
 - Kendra asked about the clicks on emails (click rates). Christine referenced her February report, which showed an increase in the reading rate of emails sent to patrons about programs and events.

Personnel Report - Rochelle Brotsky, Vice-President

Rochelle reported that IT Assistant Emma Malin resigned March 15th. Rochelle said that the Personnel Committee held a meeting where they discussed hiring an Office Manager. Rochelle spoke about boosting employee benefits even with these challenging and changing times..

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported that everything is moving forward, and that Weld County revenue has been coming in. Ron said that the library is working on applying dollars toward the Severance building loan. Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for February 2022; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported on the good feedback from the James Campbell Author Talk event. There is no new news to report just yet, as there hasn't been a meeting since this event.

Reports of the Liaisons

Town of Windsor: Scott Charpentier absent.

Town of Severance: Frank Baszler reported that Severance is working its way out of the water moratorium. Frank also reported that Severance is working on land use code.

Weld RE-4 School District: Aaron Smith reported that the new Superintendent of the Weld RE-4 School District will be Michelle Scallion. Michelle is currently the Windsor High School principal

Reports of the Board Members

Ron reported attending the Weld RE-4 school board Superintendent meeting night, held 3/28/22 It was a meet and greet with the candidates. Kendra talked about creating a calendar for attending events/meetings with the towns of Windsor, Severance, and West Greeley, as well as their Chambers and the Weld RE-4 School District meetings.

Old Business

- Approve Minutes of the February 24, 2022 Regular Board Meeting
 - Minutes were approved.
 - Motion by Ron Dunworth, second by Cole Gerstner, to approve minutes of the February 24, 2022 Regular Board Meeting; motion passed unanimously.
- Facilities Update - Ann Kling, Library Director
 - Meeting Friday, 4/1/22, to discuss the Windsor Severance Library Building project, and the technology requirements at the Ash Street building.
 - Meeting Friday, 4/8/22, discussion will be held concerning the branch in Severance..
- Revised Director's Goals for 2022 - Ann Kling, Library Director
 - Goals have been updated to include the job description and posting for Office Manager.
 - Motion by Jeromey Balderrama, second by Ron Dunworth, to accept the Director's Goals for 2022; motion passed unanimously.

New Business

- Donated Materials Policy - Ann Kling, Library Director
 - Director Kling reported on the history and current procedures when handling donated materials and the updated policy.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the updated Donated Materials Policy; motion passed unanimously.

Executive Session

An Executive Session pursuant to C.R.S. § 24-6-402(4)(a) and (e) for the purpose of discussing the purchase, acquisition, lease, transfer or sale of real, personal or other property interest and pursuant to C.R.S. § 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

An Executive Session pursuant to C.R.S § 24-6-402(4)(b) for the purpose of seeking legal advice on a legal question.

Motion by Jeromey Balderramma, second by Ron Dunworth, to go into Executive Session pursuant to C.R.S. § 24-6-402(4)(a) and pursuant to C.R.S § 24-6-402(4)(e), as well as pursuant to C.R.S § 24-6-402(4)(b); motions passed unanimously at 6:37 pm.

The board went directly into Executive Session pursuant to C.R.S. § 24-6-402(4)(a) and pursuant to C.R.S § 24-6-402(4)(e) and finished this session at 7:15 pm.

Director Kling asked if Public Services Manager Casey Langsinger-Pierce could join the Executive Session pursuant to C.R.S § 24-6-402(4)(b). The board approved and Casey joined this Executive Session which started at 7:17 pm and ended at 8:16 pm.

President Kendra Adams called the regular meeting of the library board back to order at 8:16 pm. Present: Kendra Adams, Rochelle Brotsky, Ronald Dunworth, Jeromey Balderrama, Cole Gerstner, Director Kling, Attorney Garcia, and Casey Lansinger-Pierce.

Upcoming Agenda

Facilities Plan
Board By-laws
Policy Review

Adjourn

Motion by Rochelle Brotsky, second by Jeromey Balderramma, to adjourn; motion passed unanimously. The meeting adjourned at 8:17 pm.

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.

DRAFT

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee Frank Baszler (was excused due to illness), and Attorney William Garcia.

Absent:

Guests: Dan Spykstra of Wember, Inc., Dennis Humphries of RATIO, and Dave Eddy of Fransen Pittman.

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Tech Services Manager Beth Gallinger, Tech Services Assistant Natalie Wagner, Library Instructional Technologist Sara Nesbitt, and Bookkeeper/HR Assistant Erin Mitchell.

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

New Business

- The increased cost of remodeling the Windsor Severance Library - Ann Kling, Library Director (Action)
 - Owners Rep Dan Spykstra led the conversation discussing the scope of the project alongside Dennis Humphries, Ratio Architects.
 - Board members asked questions of Dan Spykstra, Dennis Humphries, and Dave Eddy.
 - Board members held discussions about the revised budget.
 - Motion by Ron Dunworth, second by Rochelle Brotsky, to accept raising the construction budget to \$750,000, an increase of \$262,000; motion passed unanimously.

Adjourn

Motion by Cole Gerstner, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 6:00 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, April 28, 2022, 5:30 p.m. – Hybrid via Zoom, 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.

DRAFT

Draft Minutes (Unapproved)

Call to Order

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

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

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

Absent: Town of Windsor Liaison Scott Charpentier

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Tech Services Manager Beth Gallinger, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell.

Review of Agenda

Director Kling asked to move the Program Policy to the June 30, 2022, regular board meeting. Motion by Ron Dunworth, second by Jeromey Balderrama, to move the Program Policy to the June 30, 2022, regular board meeting; motion passed unanimously. Director Kling amended the agenda to remove approval of the March minutes, as there was an oversight, and the minutes did not get printed into the April Board Packet. March minutes will be included in the May Board Packet.

Public Input

Public comment was given by residents present and via Zoom. Residents expressed their concerns both for and against the proposed Program Policy for 2022.

Public comment ended at 6:24 p.m.

President Kendra Adams requested a 5-minute break.

President Kendra Adams called the regular board meeting back to session at 6:28 p.m.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling asked if there were questions at this time. There were none.
 - Director Kling shared Customer Service Specialist Diana's thank you note to the Board.
 - What's going on at the library: Christine Henschler, Communications Specialist
 - Christine presented on upcoming events/programs: Bookmobile, Summer Adventure Program Oceans of Possibilities, Early Literacy: Chicks, and

additional Storytimes.

- Monthly Statistics
 - Director Kling asked if there were questions at this time. There were none.

Personnel Report - Rochelle Brotsky, Vice-President

Director Kling reported on two new positions that were recently filled, that of Office Manager, Natalie Wagner, and Financial/HR Specialist, Erin Mitchell. Two Customer Service Specialists have resigned. One exited to a full-time position. Current job postings are for Children's Services Assistant, Mobile Services Assistant, and Customer Services Assistant.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported that the library's current cash position is good and that money is being held at the Bank of San Juan for the Severance building project. Ron said that he and the library staff continue to keep clean and transparent records. Ron reported on the collection of money from Weld County, the forecasting of growth and revenue, and that it looks like Weld County revenue targets will be met.

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

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported that the F&F welcomed a new board member, Tami Bothwell, who is excited to be involved. Rochelle reported that at their meeting, they talked about the Author Talk event and the turnout, costs involved, and more. Also, they are brainstorming different ways to improve the attendance of this event.

Reports of the Liaisons

Town of Windsor: Scott Charpentier absent.

Town of Severance: Frank Baszler reported that Town of Severance Trustee Bruce Florquist resigned, and the town will be appointing a new council member soon. Frank reported that the town signed an agreement for potable water and to complete all the developments that are in progress now. This agreement does not speak to future developments.

Weld RE-4 School District: Aaron Smith reported that the recent school board is in the process of reviewing and brainstorming for the new bond measure. When this is completed, it will then be presented to the community. Aaron reported that the bond concerns the overcapacity of the schools. Aaron referenced Chief Operating Officer Jason Seybert as a good contact regarding any bond questions.

Reports of the Board Members

Kendra reported that she attended and participated in a Weld RE4 School District Steering Community meeting.

Old Business

- Facilities Plan Report - Ann Kling, Library Director
 - Director Kling reported that the plans for the Ash Street building are being reviewed by the Town of Windsor, and model plans for the Windsor-Severance building are being prepared.
 - Director Kling reported on the 4/27/22 meeting held in Severance in regards to the Severance building project. There was a good turnout by the community, and valuable feedback from this meeting is being applied to building plans. A future public meeting will be held in Severance at a date to be determined.
 - Director Kling updated the board regarding DOLA grant options.

President Kendra Adams requested a 5-minute break.

President Kendra Adams called the regular board meeting back to session at 7:10 p.m.

New Business

- Annual Review of the Board By-laws - Ann Kling, Library Director
 - Director Kling reported that April is the month that changes can be reviewed and/or updated in the By-laws. In May, there is the first reading of the By-laws, and in June, there is the second reading of the By-laws.
 - Kendra asked to table the By-laws for discussion at the regular Board Meeting in May. Additionally, Kendra asked Director Kling and Erin to review the Treasure section and asked them to bring their assessment and input to the May meeting.

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 Potential Contracted Services.

Motion by Jeromey Balderrama, second by Cole Gerstner, to go into executive session pursuant to C.R.S. § 24-6-402(4)(e)(I); motion passed unanimously at 7:34 p.m.

The board went directly into Executive Session pursuant to C.R.S. § 24-6-402(4)(e)(I) and finished this session at 7:58 p.m. Rochelle Brotsky left the meeting at this time.

President Kendra Adams called the regular meeting of the library board back to order at 8:00 p.m. Present: Kendra Adams, Rochelle Brotsky, Ron Dunworth, Jeromey Balderrama, Cole Gerstner, Director Kling, Attorney Garcia, Beth Gallinger, Natalie Wagner, and Erin Mitchell.

Upcoming Agenda

By-laws
Annual Impact Report
DOLA Grant

Adjourn

Motion by Cole Gerstner, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 8:00 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, May 26, 2022, 5:30 p.m. – Hybrid Meeting, Windsor Severance Library, and 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 of Trustees
From: Ann Kling, Library Director

Date: May 26, 2022
Re: Amendments to the Bylaws
Item 5: Old Business

Background / Discussion

After reviewing the bylaws of 6 library districts in Colorado, it became apparent that other libraries do not include signatories on checking accounts or transferring of funds in their by-laws. Instead, they have financial policies and procedures that cover those transactions.

Recommendation(s)

The Director recommends that the Board consider editing the by-laws to remove signatories and transfers and develop financial policies and procedures which would govern those transactions as well as other financial matters. A working session of the board on Financial Policies and Procedures and policy adoption is recommended.



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Director

From: Casey Lansinger-Pierce, Public Services Manager

Date: May 26, 2022

Re: Summer Adventure Program, Oceans of Possibilities

Item 1: New Business

Background / Discussion

The Summer Adventure Program is an important part of library services to our community for people of all ages, from preschool through senior citizens. Each year the Public Services staff prepare engaging programs to cultivate curiosity, enlighten the mind and strengthen the community. This year the Summer Adventure Program officially kicks off on June 1, however, over 700 people have pre-registered for the program.

Relationship to Mission and Vision

The program aligns with the mission and vision of the library district focusing on early literacy, lifelong learning, and building connections.

Recommendation(s)

The Staff encourages all board members and their family members to participate in the Summer Adventure Program and to invite friends to participate too.



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Director
From: Jeromey Balderrama, Trustee

Date: May 26, 2022
Re: Ad Hoc Policy Review Committee
Item 2: New Business

Background / Discussion

Recent events have revealed the need for the library board to have more input into the development, review, and updating of library policies. Article 5, Section 1 of Clearview Library District bylaws permits The Library Board President to appoint ad-hoc committees for such purposes as the business of the Library Board may require from time to time.

Recommendation(s)

The Library Director and Management Staff concur with Trustee Balderrama and recommend the formation of an Ad Hoc Policy Review Committee consisting of two library board members, the director and/or members of the management team, and appropriate staff if the topic of the policy requires staff input.