

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

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 August 25, 2022 Meeting (Action)
- Facilities Plan Update
- Board Openings Update - Trustee Cole Gerstner (Information)
- Second Reading of the Amended By-Laws of the Clearview Library District - William Garcia, Library Attorney (Potential Action)
- Public Comment Policy, Second Reading - Jeromey Balderrama, Committee Chair (Action)

New Business

- Presentation by Colotrust on Edge Funds - Dylana Gross, Investment Advisory Services, Colotrust (Information and Potential Action)
- Report on the Colorado Assn. of Libraries Conference - Trustees, Jeromey Balderrama and Cole Gerstner, and Director Kling. (Information)
- Salary and Budget Assumptions for the 2023 Budget - Ann Kling, Library Director (Information)
- Annual Review of the Library Director, Discuss Process - Kendra Adams, Board President (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, October 27, 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 - August 2022

Districtwide Update - Director Ann Kling

Highlights

- The renovation of the Ash St. Building began the week of August 9th. Weekly owner, architect and construction (OAC) meetings were held throughout the month to keep everyone informed on progress, problems, changes, etc.
- The Severance site plan was submitted by Ratio Design to the Severance Planning Dept.
- Board members Kendra Adams, Jeromey Balderrama and Cole Gerstner, as well as Director Kling and staff member Bridget Bromstrup, participated in the Severance Day Parade. Staff member Tucker Valentine drove the bookmobile. Staff members Jennifer King and Christy Olson operated the booth at the park during the activities after the parade. See the Public Service Manager's report for more information.
- Public computers were replaced with newer and better models. See the IT/Tech Services Managers report for more information.

Opportunities

- Trustee Jeromey Balderrama and Director Kling met with School Superintendent Michelle Scallon and her team on Monday, August 1, to discuss our current partnership and to look at ways of supporting each other.
- The last of the staff internal strategy meetings is on Aug. 11. Internal strategy will be morphing into strategic planning in the coming months.
- Initial meetings with Employers Council Consultants were held on a salary and benefits study. The last salary survey was held in 2019, and the increased cost of living has put the library district behind in competitive wages.
- A staff website committee was formed to take a look at the content and update and improve the site. The website was revamped and released in November of 2021 after we lost our Communications Specialist and IT/Tech Services Manager. Now that new staff have been hired and have an understanding of library district operations, they will take on the task of making the website the best it can be.

Challenges

- The Windsor Severance Library renovation is moving slowly. The retirement of lead architect Dennis Humpries and supply chain issues have impacted this segment of the building and facilities planning.
- Security of buildings and staff is a big concern for all organizations who are open to the public. Tri-Tech business owner, Bryon McAvoy, Board Member, Ron Dunworth, Owner's Representative, Dan Spykstra, and Director Kling met to discuss security at the Windsor Severance Library.

Personnel

- Job openings for a full-time and 2 part-time Customer Service Specialists, and a Tech Services Assistant whose focus will be Acquisitions were posted in August.
- A full-time mobile services assistant was posted and filled.
- The Guiding Principles Committee held a Staff Appreciation Luncheon on Wednesday, August 17.
- As part of our continuing wellness efforts for staff, 10-minute chair massages were available to staff on August 29 and 30.

Board of Trustees Meeting Highlights - August 2022

- Presentation by the Weld RE4 staff on the November bond.
- The first reading of the new Public Comment Policy which was referred for a second reading after discussion by the board.
- Approval of the application for the State Library grant.

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

Highlights

- In August, we opened up a full-time Mobile Services Assistant position. Several internal candidates were interviewed for the position, and we were pleased to offer the job to Christy Olson. Christy has worked for the library since 2016 and is incredibly passionate about serving the public through our mobile services.
- We attended Severance Days in August. We have attended this event for years; we are in the parade and then set up at the festival to engage with the community through a quick activity. Unfortunately, the bookmobile was still in the shop this year, so we used the courier van in its place. Overall, we interacted with just over 380 attendees. This is over 100 more attendees than we interacted with last year!
- After-school programs are off to a great start this year. Diana leads Lego Club and Weird Science and develops connections with attendees and their families through the hands-on activities she plans. She has offered programs themed around everything from 'The Power of Air' to carnival games in Lego Club. Jennifer King runs Getting Crafty, which is also off to a great start as well. She plans season-specific crafts and has many fall-themed activities planned for the upcoming months. These programs are regularly full with waitlists.

Opportunities

- With school resuming in August, we've sent public services staff to a couple of new teacher/student orientations. This is always a wonderful opportunity to connect with new staff in the District and to tout library resources and services. At the Weld RE-4 new teacher orientation, we interacted with 80 individuals, and at the Windsor Charter Academy

back-to-school night, we interacted with over 180 attendees.

- Katie Northern has been back in touch with the local food bank (through Weld County). Before Covid, we visited the food bank and handed out flyers about library services. Now that we are back in touch, we are working on adding an Exchange Shelf (take a book/bring a book concept) and handing out library information to those in line.

Challenges

- Our collection development staff members have been tirelessly working on deaccessioning material in preparation for the Windsor-Severance Library remodel. This has been a time-consuming but necessary task. Librarians are looking at items that have not circulated well, as well as items that have older publication dates and are no longer relevant. Thankfully we have acquired a few new volunteers that help pull books for this project.
- We have heard from a couple of patrons about the start time of our after-school programs. For some families, it is challenging to get over to the library after school by the time 3:15 p.m. rolls around. Unfortunately, due to other programs that take place in our only programming room, we cannot move the time back right now. We look forward to having more programming space in the future so that we can be more flexible with start times.

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

Highlights

- All public computers, including internet and catalog PCs, have been replaced with new Dell Optiplex 3330s. These computers have significantly improved processing speeds and 27-inch monitors for our public to enjoy. The IT team has received many compliments for this project from both the public and staff.
- The Technical Services department found a volunteer to help with disc cleaning and weeding projects. This will help reduce the hours that Technical Services staff are spending on repetitive and non-skilled work.
- Jesse Feavel, an IT assistant, created a training video for staff to learn more about using helpdesk software to report issues or request help from IT. This will help with our transition to Ash St.

Opportunities





- The IT department attended a demonstration of a new module in Communico, our programming and room reservation system. This software would allow for the booking of technology items such as laptops, tech help, docking stations, etc. IT believes this could be a great addition to our technology resources - especially with the upcoming move to Ash St. We will give a demonstration of this software to staff in October, showing how this would work for Clearview Library District.
- We have posted a position for a technical services assistant - acquisitions. This position is



expected to help streamline the entire electronic data interchange process for our ordering process. This position is expected to benefit many positions in the library, including our Financial / HR Specialist, librarian selectors, and technical services staff. We are excited to be hiring for this position.




Challenges

- Supply chain issues continue to plague our hardware orders. The delivery of the MS250 switch for the Ash St. network has been delayed until October 3. This makes the Ash St. network configuration schedule very tight but is still expected to be completed in the first week of October.
 - The IT department is assessing the needs for our move to Ash St. Staff have expressed concern about IT staff not being in the building for all open hours, and we are looking at ways we can ease this transition and how best to serve staff and patrons while still being able to complete IT projects.
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Patrons Served			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Library 11,545	-7.75%	16.78%	
Bookmobile 470	-26.45%	-33.33%	
Outreach 1,256	1,832.31%	90.02%	
Total Patrons 13,271	0.39%	17.94%	

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

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

Circulation			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Physical Circs 33,855	-6.16%	2.98%	
Digital Circs 9,952	10.10%	18.89%	
Database Usage 1,362	68.15%	-21.41%	

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



Programs			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Program Attendees 1,356	-46.15%	29.76%	N/A
Total Programs 68	-36.45%	9.68%	
Waitlisted People 54	-49.06%	107.69%	
Waitlisted Programs 16	-27.27%	166.67%	

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

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

Cardholders			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,819	-0.37%	8.76%	
New Cardholders 323	17.45%	-49.37%	

Website Stats			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Pageviews 23,148	6.24%	21.59%	

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



August 2022 Usage Stats

Highlights:

- Many stats remained level, including total patrons served. Patrons served through Outreach had a big month, with over a thousand patrons reached at events such as school visits and farmers markets.
- With the Summer Adventure Program over, there were fewer programs and therefore fewer program attendees.
- Physical circulation was lower than during the Summer Adventure Program, but remained high compared to the rest of the year. Digital circulation increased, with e-audiobook and e-music circulations both reaching their highest points all year.

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>

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of August 31, 2022

09/21/22

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	90.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,380,722.62
1034 · Colo Trust Gen Fund Res 8005	2,090,653.38
1038 · Colo Trust Operating Fund 8003	2,446,338.50
1040 · Colo Trust Capital Fund-8001	1,135,896.77
1053 · Bank of Colorado--Checking	256,091.84
1054 · Bank of San Juans, Glacier FB	5,165,294.18
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Total Checking/Savings	14,475,521.24
Accounts Receivable	
1200 · Accounts Receivable	527.66
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Total Accounts Receivable	527.66
Other Current Assets	
1150 · Delinquent Property Tax	62.11
1151 · Current Prop. Taxes Rec.	4,652,026.00
1170 · Prepaid Expenses	30,064.01
	<hr/>
Total Other Current Assets	4,682,152.12
Total Current Assets	19,158,201.02
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	829,671.37
	<hr/>
Total Other Assets	5,180,815.64
TOTAL ASSETS	<u>24,339,016.66</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	251,290.96
	<hr/>
Total Accounts Payable	251,290.96
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-12,517.57
2111 · Pera Payable (Library)	-459.19
2112 · Employee Health Insurance Payab	10,656.82
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	0.10
2200 · Deferred Revenue - Property	4,652,026.00
2210 · Deferred Revenue - Grant	-0.01
	<hr/>
Total Other Current Liabilities	4,689,585.14
Total Current Liabilities	4,940,876.10
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	10,979,230.53

09/21/22

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of August 31, 2022

	<u>Aug 31, 22</u>
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	3,802,687.09
Net Income	7,186,316.04
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Total Equity	13,359,786.13
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TOTAL LIABILITIES & EQUITY	24,339,016.66
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CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	90.65	149.05	-58.40	-39.2%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,380,722.62	3,350,390.87	30,331.75	0.9%
1034 · Colo Trust Gen Fund Res 8005	2,090,653.38	1,000,215.61	1,090,437.77	109.0%
1038 · Colo Trust Operating Fund 8003	2,446,338.50	2,383,187.56	63,150.94	2.7%
1040 · Colo Trust Capital Fund-8001	1,135,896.77	1,129,370.50	6,526.27	0.6%
1053 · Bank of Colorado--Checking	256,091.84	123,680.96	132,410.88	107.1%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
Total Checking/Savings	14,475,521.24	7,987,427.85	6,488,093.39	81.2%
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	62.11	6,294.11	-6,232.00	-99.0%
1151 · Current Prop. Taxes Rec.	4,652,026.00	4,850,856.00	-198,830.00	-4.1%
1170 · Prepaid Expenses	30,064.01	45,306.02	-15,242.01	-33.6%
Total Other Current Assets	4,682,152.12	4,902,456.13	-220,304.01	-4.5%
Total Current Assets	19,158,201.02	12,890,411.64	6,267,789.38	48.6%
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	829,671.37	854,924.37	-25,253.00	-3.0%
Total Other Assets	5,180,815.64	5,206,068.64	-25,253.00	-0.5%
TOTAL ASSETS	<u>24,339,016.66</u>	<u>18,096,480.28</u>	<u>6,242,536.38</u>	<u>34.5%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	251,290.96	62,047.37	189,243.59	305.0%
Total Accounts Payable	251,290.96	62,047.37	189,243.59	305.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	39,416.36	42.13	39,374.23	93,458.9%
2110 · Pera Payable (Employee)	-12,517.57	112.17	-12,629.74	-11,259.5%
2111 · Pera Payable (Library)	-459.19	-78.87	-380.32	-482.2%
2112 · Employee Health Insurance Payab	10,656.82	1,300.65	9,356.17	719.4%
2120 · Colorado W/H. Taxes Payable	-399.08	-399.00	-0.08	0.0%
2130 · Medicare W/H Payable	0.10	0.00	0.10	100.0%
2200 · Deferred Revenue - Property	4,652,026.00	4,850,856.00	-198,830.00	-4.1%
2210 · Deferred Revenue - Grant	-0.01	-12,239.01	12,239.00	100.0%
Total Other Current Liabilities	4,689,585.14	4,840,455.78	-150,870.64	-3.1%
Total Current Liabilities	4,940,876.10	4,902,503.15	38,372.95	0.8%
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	10,979,230.53	10,940,857.58	38,372.95	0.4%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of August 31, 2022

	<u>Aug 31, 22</u>	<u>Aug 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
2860 · 2000 Fund Balance	2,241,496.00	2,289,503.00	-48,007.00	-2.1%
2862 · TABOR Requirement	129,287.00	81,280.00	48,007.00	59.1%
3900 · Retained Earnings	3,802,687.09	1,675,218.89	2,127,468.20	127.0%
Net Income	7,186,316.04	3,109,620.81	4,076,695.23	131.1%
Total Equity	<u>13,359,786.13</u>	<u>7,155,622.70</u>	<u>6,204,163.43</u>	<u>86.7%</u>
TOTAL LIABILITIES & EQUITY	<u>24,339,016.66</u>	<u>18,096,480.28</u>	<u>6,242,536.38</u>	<u>34.5%</u>

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through August 2022

	Aug 22	Budget	\$ Over Budget	% of Budget
Income				
3110 · General Property Tax	17,907.94	4,155,604.00	-73,819.71	98.22%
3120 · Specific Ownership	27,347.51	210,000.00	-45,033.08	78.56%
3121 · Senior/Veteran's Tax	0.00			
3130 · Abatement	55.51			
3140 · Abatement Interest	2.40			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	772.92			
3335 · State Library Grant	0.00	9,914.00	0.00	100.0%
3522 · Book Replacement	1,106.88	6,000.00	-102.80	98.29%
3600 · Miscellaneous Revenue	11,851.69	3,500.00	9,054.09	358.69%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	17,530.52	3,500.00	45,600.51	1,402.87%
3611 · COP / Lease	0.00	5,686,076.00	73,924.00	101.3%
Total Income	76,575.37	12,718,521.00	-2,590,147.19	79.64%
Gross Profit	76,575.37	12,718,521.00	-2,590,147.19	79.64%
Expense				
4050 · Operating Supplies	4,651.11	50,000.00	-28,796.87	42.41%
4053 · Overdue Collection Agency Chrg	81.55	350.00	19.95	105.7%
4054 · Credit Card Processing Fees	167.59	2,500.00	-441.04	82.36%
4055 · Bank Charges	20.00	525.00	-257.50	50.95%
4056 · Payroll Service	184.92	3,200.00	-972.79	69.6%
4057 · Administration Wages				
4047.1 · Director Salary	11,807.72	140,824.00	-71,025.09	49.57%
4057 · Administration Wages - Other	23,241.00	337,459.00	-178,414.80	47.13%
Total 4057 · Administration Wages	35,048.72	478,283.00	-249,439.89	47.85%
4058 · Administration Pera/Payroll Tax	5,670.24	73,867.00	-37,654.74	49.02%
4059 · Workers Comp	1,132.00	9,019.00	-826.00	90.84%
4060 · Administration SDI	53.48	2,207.00	-2,018.49	8.54%
4061 · Administration Health Insurance	2,976.33	48,287.00	-35,456.20	26.57%
4062 · Admin Life Insurance	31.00	0.00	93.00	100.0%
4080 · Staff Development	600.90	2,000.00	-917.56	54.12%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through August 2022

	Aug 22	Budget	\$ Over Budget	% of Budget
4100 · Auditing	0.00	10,000.00	-5,300.00	47.0%
4102 · Consultants	0.00	48,000.00	-48,000.00	0.0%
4120 · Wellness Benefit	0.00	5,400.00	-4,735.00	12.32%
4129 · Meetings-Employees	0.00	4,500.00	-4,225.98	6.09%
4130 · Conferences / Workshops	0.00	4,500.00	731.13	116.25%
4131 · Mileage	280.53	7,000.00	-5,524.13	21.08%
4132 · Meetings (non employees)	0.00			
4139 · Board Expenses	0.00	100.00	708.00	808.0%
4140 · Dues	0.00	3,000.00	1,684.00	156.13%
4141 · Library District Memberships	0.00	7,100.00	-6,660.00	6.2%
4145 · Staff Incentives	1,051.46	10,000.00	-7,362.42	26.38%
4150 · Legal	2,518.75	55,000.00	-18,952.20	65.54%
4160 · Telephone	171.24	15,000.00	-13,652.55	8.98%
4170 · Postage	506.34	1,500.00	-132.08	91.2%
4185 · Copy Machine Lease				
4185.1 · Copy Machine 3rd Street	893.86			
4185 · Copy Machine Lease - Other	0.00	18,500.00	-12,528.72	32.28%
Total 4185 · Copy Machine Lease	893.86	18,500.00	-10,774.16	41.76%
4190 · Miscellaneous Expenses	522.14	41,124.00	-20,849.92	49.3%
4191 · Public Relations				
4191.1 · Ads/Sponsorships	44.80			
4191.2 · Print Materials	0.00			
4191.3 · Promotional Items	3,534.99			
4191 · Public Relations - Other	0.00	98,400.00	-98,028.00	0.38%
Total 4191 · Public Relations	3,579.79	98,400.00	-81,431.67	17.24%
4200 · Treasurer's Fee	280.99	62,334.00	-478.34	99.23%
4401 · Salary & Wages Circulation	20,145.78	248,239.00	-98,620.41	60.27%
4402 · Circulation Pera/Payroll Taxes	3,259.58	35,469.00	-11,830.69	66.65%
4403 · Circulation Health Insurance	767.85	27,294.00	-21,144.70	22.53%
4404 · Circulation Worker's Comp	0.00	0.00	0.00	0.0%
4405 · Circulation SDI	84.25	840.00	-166.00	80.24%
4406 · Circulation Life Insurance	7.75	93.00	-31.00	66.67%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through August 2022

	Aug 22	Budget	\$ Over Budget	% of Budget
4440 · Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 · Annual Maint / Support Software	21,243.38	76,500.00	-10,476.33	86.31%
4446 · Tech Support	2,955.37	1,500.00	2,365.37	257.69%
4450 · Computer Equipment & Supplies	34,694.27	81,150.00	-19,649.42	75.79%
4460 · Monthly Online Services Soft.	1,950.06	1,600.00	13,495.66	943.48%
4470 · Salary & Wages-Tech Services	27,131.78	467,290.00	-232,207.69	50.31%
4472 · Tech Serv Pera/Payroll Taxes	4,389.93	58,409.00	-21,295.72	63.54%
4473 · Tech Serv Health Insurance	3,861.31	55,285.00	-18,664.86	66.24%
4474 · Tech Serv Worker's Comp	0.00	0.00	0.00	0.0%
4475 · Tech Services SDI	107.72	1,877.00	-969.56	48.35%
4476 · Tech Serv Life Insurance	15.50	372.00	-209.25	43.75%
4485 · Teen Programs	469.16	5,000.00	-2,099.42	58.01%
4486 · Internet Service	1,519.43	26,400.00	-15,854.12	39.95%
4498 · Youth Services SDI	84.23	2,994.00	-2,320.16	22.51%
4500 · Salary & Wages-Youth Services	35,299.12	489,943.00	-232,397.68	52.57%
4501 · Youth Services Life Insurance	23.25	558.00	-387.53	30.55%
4502 · Youth Serv Pera/Payroll Taxes	5,708.50	75,246.00	-34,547.72	54.09%
4503 · Youth Serv Health Ins.	2,647.48	69,107.00	-50,790.23	26.51%
4504 · Youth Serv Workers Comp	0.00	0.00	0.00	0.0%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	354.47			
4505 · Youth Service Programs - Other	3,130.43	40,000.00	-20,339.54	49.15%
Total 4505 · Youth Service Programs	3,484.90	40,000.00	-15,726.51	60.68%
4507 · Adult Serv Pera/Payroll Taxes	1,639.06	23,695.00	-11,492.45	51.5%
4508 · Adult Serv Health Insurance	2,633.12	18,428.00	1,599.18	108.68%
4509 · Adult Serv Worker'sComp	0.00	0.00	0.00	0.0%
4510 · Adult Programs	680.47	14,000.00	-6,833.13	51.19%
4511 · Salary & Wages-Adult Services	10,130.17	154,282.00	-76,986.14	50.1%
4513 · Adult Services SDI	104.07	728.00	-94.10	87.07%
4514 · Adult Services Life Insurance	0.00	0.00	0.00	0.0%
4515 · Adult Print Materials	5,564.29	55,000.00	-23,485.77	57.3%
4517 · Materials Processing	210.90	16,000.00	-12,377.70	22.64%

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

	<u>Aug 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4520 · Adult Non-Print Materials	1,200.21	40,000.00	-30,996.66	22.51%
4521 · Explore Kits	734.32	5,000.00	-3,480.44	30.39%
4525 · Periodicals	0.00	5,000.00	1,221.49	124.43%
4530 · Electronic Databases	0.00	27,000.00	-6,287.70	76.71%
4531 · Downloadable / Streaming Serv.	5,891.10	80,000.00	-4,274.12	94.66%
4532 · Youth Services Print Materials	2,609.91	25,000.00	-10,275.94	58.9%
4533 · Youth Serv Non-Print Materials	352.88	3,500.00	-1,982.86	43.35%
4534 · Games	1,026.42	10,000.00	-6,859.88	31.4%
4535 · Adult E Materials	5,952.94	94,000.00	-73,134.31	22.2%
4536 · Youth E Materials	1,007.94	50,000.00	-46,089.72	7.82%
4600 · Teen Print	289.21	3,500.00	-1,547.59	55.78%
4610 · Repairs & Maintenance				
4610.1 · Repair and Maint 3rd Street	105.90			
4610.2 · Repair and Maint Ash Street	0.00			
4610 · Repairs & Maintenance - Other	3,395.00	50,000.00	-35,785.38	28.43%
Total 4610 · Repairs & Maintenance	3,500.90	50,000.00	-27,154.85	45.69%
4615 · Security Service				
4615.2 · Security Service Ash Street	2,095.50			
4615 · Security Service - Other	0.00	1,270.00	-130.00	89.76%
Total 4615 · Security Service	2,095.50	1,270.00	1,965.50	254.76%
4620 · Utilities				
4620.1 · Utilities 3rd Street	4,125.93			
4620.2 · Utilities Ash Street	186.80			
4620 · Utilities - Other	0.00	40,000.00	-39,715.30	0.71%
Total 4620 · Utilities	4,312.73	40,000.00	-14,509.58	63.73%
4630 · Insurance	0.00	27,000.00	-1,281.72	95.25%
4631 · Bookmobile Maintenance	7,428.20	15,000.00	-3,825.05	74.5%
4632 · Fuel, Oil, Lubricants				
Book Mobile Fuel	0.00			
4632 · Fuel, Oil, Lubricants - Other	0.00	4,000.00	-2,023.97	49.4%
Total 4632 · Fuel, Oil, Lubricants	0.00	4,000.00	-1,947.65	51.31%
4637 · Outreach Life Insurance	7.75	93.00	-31.00	66.67%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through August 2022

	<u>Aug 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4638 · Salary & Wages-Outreach	14,208.22	177,231.00	-78,992.37	55.43%
4639 · Outreach PERA/ Payroll Taxes	2,298.90	24,509.00	-8,976.82	63.37%
4640 · Outreach Health Ins	767.85	25,339.00	-19,233.92	24.09%
4641 · Outreach Worker's Comp	0.00	0.00	0.00	0.0%
4643 · Book Mobile Expenses/Supplies	0.00	500.00	-346.18	30.76%
4644 · Outreach Phone	148.46	0.00	1,323.17	100.0%
4647 · Outreach SDI	64.79	866.00	-294.82	65.96%
4710 · Land/Building Improvements	0.00			
4720 · Furniture and Equipment	0.00			
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 · Courier Van	669.71	60,000.00	-6,325.93	89.46%
4723 · Lease Payment	0.00	363,015.00	-332,919.00	8.29%
4726 · Transfer to Reserve Funds	0.00	0.00	0.00	0.0%
9000 · Capital Outlay				
9000.1 · 3rd Street	19,994.21			
9000.2 · Ash Street	3,079.90			
9000.3 · Severance	4,485.00			
9000 · Capital Outlay - Other	0.00	8,530,003.00	-7,758,274.94	9.05%
Total 9000 · Capital Outlay	<u>27,559.11</u>	<u>8,530,003.00</u>	<u>-7,670,184.42</u>	<u>10.08%</u>
Total Expense	<u>333,362.67</u>	<u>12,818,521.00</u>	<u>-9,876,463.23</u>	<u>22.95%</u>
Net Income	<u><u>-256,787.30</u></u>	<u><u>-100,000.00</u></u>	<u><u>7,286,316.04</u></u>	<u><u>-7,186.32%</u></u>

Clearview Library District

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

8/31/2022

Current Assets

Checking/Savings/Cash

		7/31/2022		8/31/2022	Change +/-
1010 - Petty Cash	\$	100.65	\$	90.65	\$(10.00)
1015 - Cash on Hand	\$	433.30	\$	433.30	-
1033 - ColoTrust LT Bldg 8004	\$	3,374,271.88	\$	3,380,722.62	\$6,450.74
1034 - Colo Trust Gen Fund Res 8005	\$	1,004,075.92	\$	2,090,653.38	\$1,086,577.46
1038 - Colo Trust Operating Fund 8003	\$	3,728,198.28	\$	2,446,338.50	\$(1,281,859.78)
1040 - Colo Trust Capital Fund-8001	\$	1,133,729.38	\$	1,135,896.77	\$2,167.39
1053 - Bank of Colorado--Checking	\$	179,424.63	\$	256,091.84	\$76,667.21
1054 - Bank of San Juans, Glacier	\$	5,165,294.18	\$	5,165,294.18	-
Total Checking/Savings		14,585,528.22	\$	14,475,521.24	\$(110,006.98)

July 2022 Close	\$	14,585,528.22
August 2022 Close	\$	14,475,521.24
Month To Month Change	\$	(110,006.98)

Draft Minutes (Unapproved)

Call to Order

President Kendra Adams called the meeting to order at 5:32 p.m.

Roll Call

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

Absent: Town of Windsor Liaison Julie Cline

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.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Director Kling asked to move the Weld RE-4 School District presentation to the top of the Agenda. Motion by Cole Gerstner, second by Ron Dunworth, to approve moving the Weld RE-4 School District presentation to the top of the Agenda; motion passed unanimously.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling reported that Weld County preliminary assessment figures are better than anticipated. The assessments will result in over 5 million dollars of revenue for the library district's 2023 budget, an increase of about 1.5 million dollars as compared to 2021.
 - Christine reported on Mobile Services being at Severance Days and that they and additional staff will be at the Windsor Harvest Fest and in the parade.
- Monthly Statistics
 - Director Kling reported on patron card data.
 - Kendra shared her excitement about the Summer Reading Program numbers and thanked everyone for their hard work.

Personnel Report - Rochelle Brotsky, Vice-President

Rochelle referenced Director Kling's Director's Report for updates regarding personnel. Beth spoke to the library hiring for a Technical Services Assistant primarily as an acquisitions person instead of hiring for a Tech Services Supervisor.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the balance and budget of the library, and spoke of Weld County tax revenue from oil and gas.

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

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported that on September 22nd Shop, Swap & Sip will be held at Words of Windsor. Rochelle said that the annual Friends Giving will be held November 11th where members plan to enjoy some pie and books. Rochelle announced next year's Author talk writer will be Nina Jones Kunze. Nina will be discussing her book, *Anna Wolfrom Dove and the Wigwam Tea Room: the Remarkable Single Woman Homesteader and the History of Her Legendary Tea Room in the Rocky Mountains*. Rochelle reported that the Friends and Foundation are looking to possibly hire a fundraiser person.

Reports of the Liaisons

Town of Windsor: Julie Cline absent. Kendra reported on behalf of Julie. Kendra reported that the open space tax increase will be on the November 2022 ballot, that Harvest Fest is coming up, and that the Party for the Poudre fundraising event is in September. Windsor is working with muralist Chris Bates to create a downtown mural that is to be completed in early October.

Town of Severance: Frank Baszler reported that Severance Days was good, having heard a presentation from the Weld Re-4 School District, that a new charter elementary school (American Legacy Academy) is coming to Severance, that Severance exceeded its peak flow rate and will be penalized for that, and reported on a development of 600-800 new homes coming to Severance.

Weld RE-4 School District: Aaron Smith reported that the news is the 2022 Bond.

Reports of the Board Members

Nothing to report at this time.

Old Business

- Approve Minutes of the July 28, 2022 Regular Board Meeting
 - Minutes were approved.

- Motion by Ron Dunworth, second by Jeromey Balderrama, to approve minutes of the July 28, 2022 Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling updated on the Ash Street project renovations, that everything is moving along as projected. The Windsor and Severance projects are progressing. The Severance location will be using xeriscaping throughout the proposed landscape plantings.
- Board Openings Update - Ann Kling, Library Director
 - Director Kling reported that board openings have been posted on the website (until 9/16/22) and that the towns and school district have been notified. Director Kling said that Greeley is working at getting a person to get involved in the library board interviews. Cole volunteered to be Chairperson of the interview committee.

New Business

- Presentation on the Weld RE-4 School District Bond - Staff, Weld RE-4
 - A slide show presentation was given on the November 2022 bond initiative, Weld RE-4 Together, by Michelle Scallon, Katie Smith, and Michael McCullar. They discussed the bond, explained the district's growing needs, and the infrastructure needs of buildings throughout the district. They answered any questions asked of them by the library board.
- Report of the Audit Committee - Ron Dunworth, Treasurer
 - Ron reported on the Audit report, the meeting held via ZOOM, that there were small changes made. Ron referred to the audit report attached to the board packet.
 - Ron and Kendra thanked Erin and Ann for their work on this, and shared that the Auditor gave Erin and Ann high marks.
- Public Comment Policy - Jeromey Balderrama, Committee Chair
 - The board held discussion over some of the language in the public comment policy, and created some new procedures.
 - Jeromey will revise and update this policy.
 - Motion was made by Cole Gerstner to have a second reading to approve the Public Comment Policy at the next regular board meeting.

Kendra called a meeting break at 7:47 p.m.

Kendra called the meeting back to order at 7:55 p.m. Weld RE-4 Liaison Aaron Smith has left the meeting.

- First Reading of the By-laws - Ann Kling, Library Director, William Garcia, Attorney

- Attorney Garcia stated there was a request to take a look at the By-laws concerning policies and make revisions. He then went over the revisions that were made to the By-laws.
- Kendra recommended to accept these revisions and to move forward with a second reading of the By-laws at the next regular board meeting in September.
- Review Population and Housing Data for the District - Ann Kling, Library Director
 - Director Kling reported on getting the information from Windsor, Severance, and West Greeley. Director Kling referred to the information in the board packet. There was a discussion over the communities housing numbers.
- Approve State Grant Application - Ann Kling, Library Director
 - Director Kling reported on the State Grant Application, that it is ready to be sent, and needs the board approval.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the State Grant Application; motion passed unanimously.

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.

Motion by Rochelle Brosky, second by Jeromey Balderrama, to go into executive session pursuant to C.R.S. § 24-6-402 (4)(e)(I); motion passed unanimously at 8:29 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 8:47 p.m.

President Kendra Adams called the regular meeting of the library board back to order at 8:47 p.m.
Present: Kendra Adams, Rochelle Brosky, Ron Dunworth, Jeromey Balderrama, Cole Gerstner, Frank Baszler, Director Kling, and Attorney Garcia.

Upcoming Agenda

Board Openings Update
Second Reading of the By-laws
Public Comment Policy

Adjourn

The meeting adjourned at 8:51 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, September 29, 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.

DRAFT



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: September 29, 2022

Re: Second Reading of the Amended By-Laws of the Clearview Library District

Item 5.4: New Business

Background / Discussion

Each year the library board reviews its by-laws. In the latest review, it was recommended that several sections of the by-laws that are better suited to policies should be removed from the by-laws. Upon adoption of the policies, the by-laws should go through the amendment process.

Attachments

Amended By-Laws

**BYLAWS
OF THE
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1
NAME**

This organization shall be called “The Board of Trustees of the Clearview Library District” (the “Library Board”), existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes of 1973, and exercising the powers and authority and assuming the responsibilities delegated to it under the aforementioned statutes.

**ARTICLE 2
COMPOSITION OF THE LIBRARY BOARD**

Section 1
Appointment of Trustees; Term of Trustees

Section 1.1 The Trustees shall be appointed and shall serve pursuant to provisions of Colorado Revised Statutes § 24-90-108 and these Bylaws.

1.1.1 Each Library Board Trustee (“Trustee”) shall be appointed for a Term of three years (a “Term”), and such Term shall expire on the last day of December of the third year of the Trustee’s Term.

1.1.2 The Library Board shall be composed of five Trustees. Vacancies shall be filled and Trustees shall be reappointed in accordance with Section 4 of these Bylaws.

1.1.3 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council may each appoint a representative to serve as a non-voting liaison to the Library Board. Liaisons should be residents of the Library District’s legal service area.

Section 1.2 Notification. On or before September 1 of each year the Library Board Secretary will notify the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council which Trustee Terms will expire that year.

Section 1.3 Qualification. Trustees shall be appointed in accordance with Colorado Library Law and must reside within the boundaries of the District’s legal service area.

Section 2
Salaries

A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be reimbursed to a Trustee in accordance with the Library Board Policies and Procedures then in-place.

Section 3 Removal

Section 3.1 A Trustee may be removed by the Library Board for the following reasons:

- 3.1.1 Three consecutive absences from regularly scheduled meetings of the Library Board not approved by the President of the Library Board.
- 3.1.2 Four absences from regularly scheduled meetings of the Library Board in any calendar year not approved by the President of the Library Board.
- 3.1.3 Any unethical or illegal activity that has an adverse effect on the library or the Library Board.
- 3.1.4 Any violation of a statute or ordinance which results in or could result in damage to the library's property or interest.
- 3.1.5 A breach of fiduciary responsibility to the Clearview Library District or the Library Board.
- 3.1.6 The Trustee relocates outside the boundaries of the District's legal service area.

Section 3.2 A Trustee may be removed by the Windsor Town Board, the Severance Town Board, or the Weld RE-4 School District Board if each Board casts a majority vote for such removal upon a showing of good cause. For the purposes of this Section 3.2, good cause is defined as a breach of fiduciary responsibility to the Clearview Library District.

Section 3.3 A Trustee may resign his or her position on the Library Board upon 30 days written notice to the President of the Library Board.

Section 4 Conditions for and Method of Selection of Trustees

Section 4.1 Trustees may be selected for the following reasons ("Vacancy" or "Vacancies"):

- 4.1.1 Vacancies – Expired Terms. Trustees shall be selected for the Library Board when a Trustee's Term expires in accordance with Section 1.1 of these Bylaws; and

4.1.2 Vacancies - Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee.

Section 4.2 Upon the creation of a Vacancy, the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council that a Vacancy exists and that the Library Interview Committee (the "Interview Committee") must be formed. The Interview Committee shall be selected as follows:

4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee.

4.2.2 The Windsor Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.3 The Severance Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.4 The Weld RE-4 School District Board shall select one of its currently serving members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.5 The Mayor of the City of Greeley shall select one of its currently serving Council Members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District's legal service area within the Greeley City Limits to serve on the Interview Committee.

4.2.6 The Library Director shall serve on the Interview Committee as a subject matter expert but shall be a non-voting member.

Section 4.3 All Vacancies shall be filled as follows:

4.3.1 The Library Board will advertise that a Vacancy exists.

4.3.2 The place of advertisement shall be the Library Board's newspaper of record and one other newspaper that serves the Library District.

4.3.3 The advertisement of the Vacancy shall occur for three weeks and shall contain clear instructions as to the application process and any deadlines that are applicable to the application process.

4.3.4 Vacancies may also be posted on the Clearview Library District website and on the bulletin board at all Clearview Library District sites, including the Bookmobile.

4.3.5 Interested candidates must complete a questionnaire which will be available at all Clearview Library District sites, including the Bookmobile and Clearview Library District website.

4.3.6 Interested candidates must submit the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires may be submitted to the information desk of the Clearview Library District at the Windsor Severance Library Site or submitted electronically by email to director@clearviewlibrary.org, or at such other sites as may be included in the Vacancy advertisements.

4.3.6.1 The candidate will, upon submittal of the questionnaire and supporting documentation, receive a receipt confirming the candidate's name and the date and time the application was submitted.

4.3.6.2 Applications submitted after the deadline stated in the advertisements for Vacancy will not be considered by the Interview Committee.

4.3.6.3 Notwithstanding the foregoing, a majority of the Library Board may, at its discretion, recommend the candidacy of the Alternate to the Library Board as defined in Article 5 herein. In this event the Alternate shall be considered to have applied for the Vacancy.

Section 4.4 The Interview Committee will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

4.4.1 The Library Board President shall advise the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, and the Greeley City Council of the Interview Committee's selection.

4.4.2 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council shall ratify the appointment of the Interview Committee's selection at their next regularly scheduled meeting, except that the failure of these boards to act within sixty days of receipt of such selection shall be considered a ratification of the appointment.

4.4.3 Appointees will take office as follows:

4.4.3.1 If the appointee is filling an unexpired Term, the appointee shall take office at the next regularly scheduled meeting of the Library Board following ratification of the appointment as discussed above or sixty days, whichever is sooner.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on the first regularly scheduled meeting in January of the following year.

4.4.3.3 Should a vacancy exist that would result in a majority of Trustees possessing terms ending in the same year, the length of the then-vacant term may, upon approval of the Library Board, be altered to a term of either two (2) or four (4) years. Such decision by the Library Board must be made by resolution prior to notice of the vacancy, as described in Section 4.3, above. The length of term shall be included in the advertisement of vacancy.

Section 4.5 Trustees who have fulfilled their Term are eligible for reappointment, provided that they apply through the process described in Article 2, Section 4.3 of these Bylaws, except that no Trustee shall serve more than two consecutive three-year terms in addition to any partial term, except as provided in Article 5, Section 5.3 of these Bylaws.

Section 5 Meetings

Section 5.1 The Library Board shall hold a monthly meeting at the Windsor Severance Library of the Clearview Library District at 5:30 P.M. on the last Thursday of each month unless necessity requires otherwise. An agenda for each meeting will be posted no-less than twenty-four hours in advance of each regular meeting.

Section 5.2 Special meetings may be called by any Trustee with the consent of two other Trustees and by informing all other Trustees of the date, time, and place of such meeting, and the purpose for which the meeting is called, at least twenty-four hours prior to such meeting. An agenda will be posted no less than twenty-four hours in advance of the special meeting.

Section 5.3 All meetings shall be open to the public except as otherwise provided in Colorado Revised Statutes § 24-6-402.

Section 5.4 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

Section 6 Quorum

Section 6.1 Three-fifths of the total membership of the Library Board shall constitute a quorum necessary for the transaction for any business to come before any regular or special meeting. The act of the majority of the Trustees present at a regular or special meeting at which a quorum is present shall be an act of the Library Board.

Section 6.2 A Trustee is deemed to be present at a Library Board meeting if the Trustee is at the meeting in person or joins the meeting by electronic or telephonic means (or any other means

permitted by Colorado Revised Statutes § 24-6-402(1)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 6.3 If a Trustee leaves during a Library Board meeting or is not present for a discussion of one or more items on the Agenda, such absence shall be noted in the Minutes of that Meeting.

Section 7
Powers and Responsibilities

Section 7.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 7.2 Under such policies, rules, and regulations as it may deem necessary, and upon such terms and conditions as may be agreed upon, the Library Board may allow non-residents of the governmental units which the Clearview Library District serves to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

Section 8
Proceedings

The current edition of Roberts Rules of Order shall govern the proceedings of the Library Board.

**ARTICLE 3
OFFICERS**

Section 1
Designation of Officers

The officers of the Library Board shall consist of a President, a Vice-President, a Secretary, a Treasurer, and any such other officers as the Library Board deems necessary. The offices of Secretary and Treasurer may be combined at the discretion of the Library Board.

Section 2
Terms of Officers

Officers of the Library Board shall be elected by the Library Board at its regular January meeting and shall serve for a term of one year, to begin at the next regular meeting.

Section 3
Removal

Any officer may be removed by a majority vote of the Library Board whenever, in the Library Board's judgment, the best interests of the Clearview Library District will be served by such removal.

Section 4
Vacancies

A Vacancy in any office, however occurring, may be filled by the Library Board for the unexpired portion of that officer's term as an officer.

Section 5
President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

Section 6
Vice President

The Vice President shall assist the President and shall perform such duties as may be assigned by the President or the Library Board. In the absence of the President, the Vice President shall have the powers and perform the duties of President.

Section 7
Secretary

The Secretary shall oversee the keeping of the minutes of the meetings of the Library Board, and be custodian of the Library District records. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as, from time to time, may be assigned by the President of the Library Board.

Section 8
Treasurer

Section 8.1 The Library Board shall be the custodian of the funds of the Clearview Library District.

Section 8.2 The Treasurer shall provide the monthly summary report on the funds to the full Board.

**ARTICLE 4
LIBRARY DIRECTOR AND STAFF**

The Library Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Clearview Library District on behalf of the Library Board and under the Library Board's review and direction. The Director shall oversee the employment of and specify the duties of other employees and shall be responsible for the proper direction and supervision of the Clearview Library District staff, for the care and maintenance of Clearview Library District property, for an adequate and proper selection of library materials in keeping with stated policy of the Library Board, for the efficiency of Clearview Library District service to the public, and for the Clearview Library District financial operation within the limitations of the Clearview Library District budget.

**ARTICLE 5
APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD**

Section 1
Appointment

Section 1.1 The Library Board President may appoint committees comprised of Trustees and residents of the Library District, as appropriate, for such purposes as the business of the Library Board may require from time to time.

Section 1.2 A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Library Board.

Section 2
Standing Committees

Section 2.1 The following Standing Committees will be appointed at the first Library Board meeting of the year:

- 2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.
- 2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.
- 2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

Section 2.2 All committees shall make a progress report to the Library Board at regularly scheduled meetings.

Section 3
Advisory Nature

No committee will have other than advisory powers unless, by suitable action of the Library Board, such committee is granted the specific power to act.

Section 4
Appointment of Alternate to the Board of Trustees

Section 4.1 The Library Board may, at its discretion, appoint one or more alternate trustees to the Library Board.

Section 4.2 The appointment of an alternate Trustee shall be subject to the appointment requirements of Article 2 of these Bylaws.

Section 4.3 Alternate Trustees shall attend all meetings and work sessions except as otherwise specified by the President. Alternate Trustees shall receive notification of all meetings and work sessions in the same manner as Trustees are notified.

Section 4.4 The Alternate Trustee shall be provided with all materials that are provided to the Library Board in anticipation of meetings and work sessions. The Alternate Trustee shall review all such materials and shall be prepared to participate at all meetings or work sessions.

Section 4.5 At the request of the President, the Alternate Trustee shall be seated as a voting member for the following purposes: a) To achieve a quorum in accordance with Article 2 Section 7 of these Bylaws; b) Having achieved a quorum, one or more Trustees is not in attendance at the time that a matter is the subject of official and formal action; or c) To achieve a quorum in the event a Trustee, for any reason including recusal, is unable to participate in the discussion and voting on a matter that is the subject of official and formal action.

4.5.1 In the event a conflict arises as to whether a Trustee or an Alternate Trustee is to be seated and accorded the right to vote on a matter, the Trustee in attendance shall be seated and the Alternate shall not be accorded a vote.

Section 5
Capital Committee

Section 5.1 From time to time the Clearview Library District may consider certain large-scale capital projects that the appointment of a specific Capital Committee is necessary. In the event three-

fifths of the Trustees present at any meeting vote to form a Capital Committee, such committee shall be formed according to the following provisions:

- 5.1.1 The Capital Committee shall consist of not more than two Trustees;
- 5.1.2 The Capital Committee shall dissolve upon a three-fifths vote of the Library Board, but in no event shall the Capital Committee exist for more than five years; and

Section 5.2 Nothing contained in this Section 5 is intended to limit the ability of the collective Library Board from removing a Trustee for cause in accordance with Article 3 of these Bylaws.

**ARTICLE 6
ADMINISTRATIVE PROVISIONS**

Section 1
Fiscal Year

The fiscal year of the Clearview Library District shall begin on the first day of January of each year and shall end on the 31st day of December of each year.

Section 2
Amendment

These Bylaws may be amended by a majority of the entire Library Board at any regular meeting or any special meeting called for that purpose, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen days before the adoption of any amendments.

Section 3
Construction

Section 3.1 The titles of sections in these Bylaws are for convenience or reference only and are not to be considered in construing these Bylaws.

Section 3.2 Unless the context of these Bylaws clearly requires otherwise: a) References to the plural include the singular, the singular the plural, and the part the whole; b) References to one gender include all genders; c) “or” has the inclusive meaning frequently identified with the phrase “and/or”; d) “including” has the inclusive meaning frequently identified with the phrase “including but not limited to” or “including without limitation”; and e) References to “hereunder”, “herein”, or “hereof” relate to these Bylaws as a whole.

Section 3.3 Any reference in these Bylaws to any statute, rule, regulation, or agreement, including these Bylaws, shall be deemed to include such statute, rule, regulation, or agreement as it may be modified, varied, amended, or supplemented from time to time unless otherwise specifically stated.

These Bylaws were adopted at regular meeting of the Board of Directors on the 27th day of February, 1986.

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13, 07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Director

From: Policy Committee

Date: September 29, 2022

Re: Public Comment Policy - Second Reading

Item 4.4: Old Business

Background / Discussion

Rules for public comment had been included in the by-laws. It was determined by the director, board, and attorney that it would be best to remove them from the by-laws and have a separate policy. The Policy Committee produced a working document based on the language from the by-laws and by reviewing policies from other library districts. This is a second reading of the proposed policy.

Recommendation(s)

The Policy Committee recommends adoption after discussion of the draft document

Attachment

Draft Public Comment Policy



Clearview Library District Public Comment Policy

In order to ensure a fair opportunity for public comment and to allow the Clearview Library District Board of Trustees to expedite its scheduled business, the following procedure for public comment is in effect.

Rules:

- Each speaker is limited to three minutes, unless otherwise authorized by motion and approval of a majority of the trustees.
- Speakers are required to sign their name and address on the sign-in sheet
- Speakers are required to state their name and address before addressing the board.
- Speakers will address comments only to the board as a whole and not to individual trustees, administrator, or staff;
- Speakers are encouraged to not repeat previous comments and just agree with previous speakers.
- The presiding officer may poll the audience on a speaker's comments to speed up public comment.
- Trustees will listen to public comments, but are not allowed to comment except to ask clarifying questions.
- Trustees will not answer questions or engage in debate during the public comments period.
- The presiding officer may direct staff or other sources for responses to questions raised during the public comment period. The presiding officer cannot direct any comment to trustees.
- Total public comment time allotted will be for the first 20 public speakers, unless waived by an approval of a majority of trustees. Priority will be given to district residents, followed by the order they signed up on the sign-in sheet.
- The board will always accept written public comment, and those comments will be filed with the board's meeting notes. Written comments must include the name and address of the individual addressing the board.

For all public comments, the presiding officer, in their sole discretion, will enforce the rules.



The presiding officer at their sole discretion may waive the requirement for name and address if the revealing of such information may cause endangerment or harassment.

General comments:

A public comment period will be provided at all regularly scheduled library board meetings to comment on any topic not on the published agenda. The goal is to give the public a chance to address the board. The following additional rules will apply:

- The speaker must ONLY speak about Items not on the published agenda.
- A speaker may only speak one time for General comments.
- After the public comment period, any trustee may request a topic be put on a future agenda. With majority approval, it will be placed on the schedule.

Agenda topic comments:

For items on the published agenda that are scheduled for a vote that are not pro-forma (e.g. meeting agenda, budget, et c.), the presiding officer will offer time for public comment on that topic after the staff presentation and before trustees begin deliberation. The following additional rules will apply:

- Speakers will ONLY make comments on the agenda item being discussed.
- Speakers will register their desire to talk with the board's presiding officer before the meeting and on the agenda item(s) they wish to address.
- Speakers are given only one time to speak per Agenda topic
- Trustees MAY during their deliberations bring a speaker back up to further discuss and debate their comments.