

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 September 29, 2022 Meeting (Action)
- Facilities Plan Update
- By-Laws, Revisions as suggested at the Sept. 29, 2022, Meeting of the Board
- By-Laws, Discussion on Further Revisions (Information/Action)
- Further Discussion on Library District Investments (Information/Action)

New Business

- 2023 Draft Budget Hearing - Ann Kling, Library Director (Information)
- Cost of Living Adjustment for Staff- Ann Kling, Library Director (Action / Information)
- Additional Closings for 2022 - Ann Kling, Library Director (Action/Information)
- Hiring an Accountant - Ann Kling, Library Director (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, November 17, 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 - September 2022

Districtwide Update - Director Ann Kling

Highlights

- Participating in Harvest Festival is always a great way to start the last quarter of the year. This year board members Jeromey Balderrama and Frank Baszler walked with staff alongside the bookmobile in the parade. Having the bookmobile at Main Park for both days of the Festival is a great way to meet our residents where they gather and to promote library services.
- Work continued on the remodel of the Ash St. Administrative Services building. A punch list walk was held on Friday, September 30. IT and Technical Services Staff, along with IT/Technical Services Manager, Beth Gallinger, will be moving into the building in October. The rest of the Administrative Team will move as soon as office furniture is available.
- Interviews for library board positions were held on Thursday evening, September 22, and Saturday, September 24.

Opportunities

- Financial/Human Resources Specialist, Erin Mithcell and Director Kling met with representatives of the Employers Council to begin the salary and benefits surveys. The surveys are expected to be completed by the end of November.
- Planning for the renovation of the Windsor Severance Library continues. Several meetings were held throughout the month to discuss furniture and shelving.
- The site plan for the library branch located in the northern part of the district were submitted to the Town of Severance Planning Department for review.

Challenges

- Working on three library building projects while running the library district has been challenging and exciting for the management team.
- Having the small meeting room used to store materials that have been deaccessioned and will be available to the public at the Book Giveaway on October 22 and 23 has made finding meeting space challenging for staff and patrons. We look forward to the renovation, which will provide more meeting space for staff and patrons.

Personnel

- Meet new staff.
- The September All-Staff meeting held virtually on Friday, September 9 at 8:00 am, provided the staff an opportunity to ask the management team questions about the move to Ash St.
- The library hired Vince Cameron as a full-time Technical Services Assistant for Acquisitions. Vince will be working with Collection Development staff on refining our electronic ordering and maintaining collections.

- Trevor Wagner was hired as a full-time Customer Service Specialist.
- Cindy Mullanix and Amaya Perkins were hired as part-time Customer Service Specialists.

Board of Trustees Meeting Highlights - September 2022

- A Public Comment Policy was adopted.
 - The Board was informed of the selections of the Interview Committee for new board members. Selections were sent to the School Board and Town Board for ratification.
 - The Board heard a presentation on Colostrust Edge funds.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- Harvest Festival is always one of the highlights of September, and a great way to kick off the many fall events we participate in throughout the community. The bookmobile was in the parade (driven by Christy Olson), along with walkers Ann Kling, Casey Lansinger-Pierce, Tucker Valentine, R.J. Combs, and Trustees Balderrama and Baszler. We interacted and talked to over 1400 community members during the two-day event!
- In addition to Harvest Festival, we also resumed our presence at Oktoberfest in Windsor. At this family-friendly fall event, we interacted with over 150 individuals. These outreach events are a great way for us to introduce individuals to the library that have not yet become library users.

Opportunities

- We are now working with the Weld County Food Bank to offer an exchange shelf (take a book/leave a book) at Faith Community Church in Windsor. We also pass out library information about resources and services to the individuals who are waiting in line at the food bank. One of the food bank operators sent us this message: "Just wanted to let you know that Brenda says the food pantry participants have LOVED the exchange shelf!"
- We have begun a new after-school outreach program at ABC Daycare in Windsor. Mobile Services Assistant Tucker Valentine plans and prepares STEAM activities for the kids to participate in. Additionally, he brings many of the library's tech toys for the children to play with and explore. This program occurs every Monday afternoon, and thus far, we are consistently programming for 25-30 kids.
- The public services department is working closely with Communications Specialist Christine Henschler on updating our marketing material to align with our branding guidebook. We made adjustments to our process during the height of the pandemic and are ready to get back into fine-tuning the process and ensuring all of the promotional and marketing material that we produce looks professional and adheres to all of our branding guidelines. We are using the platform Canva to accomplish this, and so far, the public services staff are doing a great job learning the ropes.

- Jennifer Bradley (Adult Collection Development and Programming Librarian) shared a presentation about the library's business resources to a group of individuals that were at a breakfast to learn about the Town of Windsor's new SizeUp tool for small and medium-sized business owners. Presentations like this are a great way for us to tout our resources (free to use with a library card) that individuals may otherwise not stumble upon.

Challenges

- Determining seating assignments for staff after the remodel of the Windsor-Severance Library has had its challenging moments. We are dedicated to placing everyone in a spot that is conducive to productivity. We still have some arranging to do and hope to get everyone seated in a place they are satisfied with.
-

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

Highlights

- Beth Gallinger has completed consensus workshops with all departments except the mobile services department to discuss the question, "where do we want to see ourselves in the next 1-2 years as a result of our actions?" This will provide insight for our upcoming strategic plan committee.
- We have created a Polaris location for our Books and More (BAM) program which will streamline the process for management of patron holds and program items. This also helped to train our IT staff on Polaris further as they will be taking over the system administration of Polaris in 2023.
- Technical Services staff interviewed candidates for the new technical services - acquisitions position and had several excellent candidates to choose from. We selected based on experience and personality and offered a position to the candidate we believe will fit very well with the department. Vince Cameron has accepted the position and will begin on October 3, 2022.





Opportunities

- Nearly all of the hardware for the Ash St. Administrative building has been delivered and installation of the network is underway. We are on track for that to be completed in early October in time for the current anticipated move-in date.
- We are working on a large weeding project to prepare for the Windsor-Severance library

remodel. We have several volunteers diligently working on this project and have streamlined the process to provide additional help to the librarians who are weeding as quickly as they can in preparation for our great book giveaway in late October.




Challenges

- Supply chain issues continue to plague some of our planned projects. The printer/copier/scanner for Ash St. continues to have an unknown delivery date. We are also unsure of when the meeting room AV equipment will be delivered for installation at the Windsor-Severance Library. While these issues are common for any IT department, they can be frustrating to plan around.
 - The IT and Technical Services departments are continuing to plan our processes for when we move to the Ash St. Administrative building. Supplies have been ordered and we continue to work on documenting and communicating this information to all Clearview Library District staff. We are especially focusing on basic IT troubleshooting to help empower staff to do basic troubleshooting.
-

Patrons Served			
Counts for Sep 2022	% Change from Aug 2022	% Change from Sep 2021	Sparklines (data since Jan 2019)
Library 10,483	-9.20%	16.41%	
Bookmobile 1,430	204.26%	-14.06%	
Outreach 2,349	87.02%	62.22%	
Total Patrons 14,262	7.47%	17.70%	

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

Month ▾
Sep 2022
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

Circulation			
Counts for Sep 2022	% Change from Aug 2022	% Change from Sep 2021	Sparklines (data since Jan 2019)
Physical Circs 30,985	-8.48%	0.35%	
Digital Circs 9,570	-3.84%	17.73%	
Database Usage 2,203	61.75%	70.51%	

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 1,996	47.20%	45.38%	N/A
Total Programs 62	-8.82%	-31.11%	
Waitlisted People 92	70.37%	119.05%	
Waitlisted Programs 25	56.25%	212.50%	

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

Month ▾
Sep 2022
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

Cardholders			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,729	-1.87%	7.50%	
New Cardholders 278	-13.93%	29.91%	

Website Stats			
Counts for Aug 2022	% Change from Jul 2022	% Change from Aug 2021	Sparklines (data since Jan 2019)
Pageviews 20,967	-9.42%	15.48%	

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



September 2022 Usage Stats

Highlights:

- Patrons served through outreach reached its highest point this year, with over 2,000 patrons reached at the Harvest Festival, Oktoberfest, and school visits. The bookmobile also served its highest number of patrons this year by being present at the Harvest Festival.
- Active virtual borrowers remained high, and e-audiobook circulations continued to be much higher than previous years. E-audiobooks are currently the most popular format for virtual borrowing.
- Most other stats continued settling back to pre-Summer Adventure Program levels.

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 September 30, 2022

10/20/22

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	85.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,270,936.34
1034 · Colo Trust Gen Fund Res 8005	2,095,160.78
1038 · Colo Trust Operating Fund 8003	2,175,520.38
1040 · Colo Trust Capital Fund-8001	1,138,345.74
1053 · Bank of Colorado--Checking	97,494.65
1054 · Bank of San Juans, Glacier FB	5,165,294.18
Total Checking/Savings	13,943,270.77
Accounts Receivable	
1200 · Accounts Receivable	527.66
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
Total Other Current Assets	4,682,152.12
Total Current Assets	18,625,950.55
Other Assets	
1250 · Land	1,047,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,926,855.88
1270 · Furniture and Equipment Asset	829,671.37
Total Other Assets	5,951,007.25
TOTAL ASSETS	24,576,957.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	104,922.51
Total Accounts Payable	104,922.51
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-12,494.34
2111 · Pera Payable (Library)	-466.92
2112 · Employee Health Insurance Payab	10,906.11
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
Total Other Current Liabilities	4,689,849.93
Total Current Liabilities	4,794,772.44
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	6,038,354.43
Total Liabilities	10,833,126.87

10/20/22

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	4,572,878.70
Net Income	6,800,169.23
	<hr/>
Total Equity	13,743,830.93
	<hr/>
TOTAL LIABILITIES & EQUITY	24,576,957.80
	<hr/> <hr/>

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

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	85.40	140.65	-55.25	-39.3%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,270,936.34	3,350,440.95	-79,504.61	-2.4%
1034 · Colo Trust Gen Fund Res 8005	2,095,160.78	1,000,230.56	1,094,930.22	109.5%
1038 · Colo Trust Operating Fund 8003	2,175,520.38	2,156,672.05	18,848.33	0.9%
1040 · Colo Trust Capital Fund-8001	1,138,345.74	1,129,387.40	8,958.34	0.8%
1053 · Bank of Colorado--Checking	97,494.65	104,211.87	-6,717.22	-6.5%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
Total Checking/Savings	13,943,270.77	7,741,516.78	6,201,753.99	80.1%
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	46,009.54	-15,945.53	-34.7%
Total Other Current Assets	4,682,152.12	4,903,159.65	-221,007.53	-4.5%
Total Current Assets	18,625,950.55	12,645,204.09	5,980,746.46	47.3%
Other Assets				
1250 · Land	1,047,824.00	1,037,824.00	10,000.00	1.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,926,855.88	3,166,664.27	760,191.61	24.0%
1270 · Furniture and Equipment Asset	829,671.37	854,924.37	-25,253.00	-3.0%
Total Other Assets	5,951,007.25	5,206,068.64	744,938.61	14.3%
TOTAL ASSETS	<u>24,576,957.80</u>	<u>17,851,272.73</u>	<u>6,725,685.07</u>	<u>37.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	104,922.51	44,590.40	60,332.11	135.3%
Total Accounts Payable	104,922.51	44,590.40	60,332.11	135.3%
Credit Cards				
Pinnacle Bank - Ann 9399	0.00	2,491.18	-2,491.18	-100.0%
Pinnacle Bank - Beth	0.00	3,344.00	-3,344.00	-100.0%
Pinnacle Bank - Casey 2011	0.00	248.72	-248.72	-100.0%
Total Credit Cards	0.00	6,083.90	-6,083.90	-100.0%
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)	-12,494.34	119.92	-12,614.26	-10,518.9%
2111 · Pera Payable (Library)	-466.92	-78.87	-388.05	-492.0%
2112 · Employee Health Insurance Payab	10,906.11	1,238.31	9,667.80	780.7%
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	4,689,849.93	4,840,401.19	-150,551.26	-3.1%
Total Current Liabilities	4,794,772.44	4,891,075.49	-96,303.05	-2.0%

10:06 AM

10/20/22

Accrual Basis

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

	<u>Sep 30, 22</u>	<u>Sep 30, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	10,833,126.87	10,929,429.92	-96,303.05	-0.9%
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	4,572,878.70	1,675,218.89	2,897,659.81	173.0%
Net Income	6,800,169.23	2,875,840.92	3,924,328.31	136.5%
Total Equity	13,743,830.93	6,921,842.81	6,821,988.12	98.6%
TOTAL LIABILITIES & EQUITY	<u>24,576,957.80</u>	<u>17,851,272.73</u>	<u>6,725,685.07</u>	<u>37.7%</u>

Clearview Library District

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

9/30/2022

Current Assets

Checking/Savings/Cash

		8/31/2022		9/30/2022	Change +/-
1010 - Petty Cash	\$	90.65	\$	85.40	\$ (5.25)
1015 - Cash on Hand	\$	433.30	\$	433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	3,380,722.62	\$	3,270,936.34	\$ (109,786.28)
1034 - Colo Trust Gen Fund Res 8005	\$	2,090,653.38	\$	2,095,160.78	\$ 4,507.40
1038 - Colo Trust Operating Fund 8003	\$	2,446,338.50	\$	2,175,520.38	\$ (270,818.12)
1040 - Colo Trust Capital Fund-8001	\$	1,135,896.77	\$	1,138,345.74	\$ 2,448.97
1053 - Bank of Colorado--Checking	\$	256,091.84	\$	97,494.65	\$ (158,597.19)
1054 - Bank of San Juans, Glacier	\$	5,165,294.18	\$	5,165,294.18	\$ -
Total Checking/Savings		14,475,521.24	\$	13,943,270.77	\$ (532,250.47)

August 2022 Close	\$	14,475,521.24
September 2022 Close	\$	13,943,270.77
Month To Month Change	\$	(532,250.47)

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through September 2022

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
3110 · General Property Tax	1,897.98	4,155,604.00	-71,921.73
3120 · Specific Ownership	22,167.74	210,000.00	-22,865.34
3121 · Senior/Veteran's Tax	0.00		
3130 · Abatement	5.89		
3140 · Abatement Interest	0.36		
3189 · Delinquent Tax	0.00		
3190 · Interest on Deliq. Taxes	111.38		
3335 · State Library Grant	0.00	9,914.00	0.00
3522 · Book Replacement	942.44	6,000.00	839.64
3600 · Miscellaneous Revenue	700.07	3,500.00	9,754.16
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00
3610 · Earnings on Investments	19,197.03	3,500.00	64,797.54
3611 · COP / Lease	0.00	5,686,076.00	73,924.00
Total Income	<u>45,022.89</u>	<u>12,718,521.00</u>	<u>-2,545,124.30</u>
Gross Profit	45,022.89	12,718,521.00	-2,545,124.30
Expense			
4050 · Operating Supplies	4,637.55	50,000.00	-24,159.32
4053 · Overdue Collection Agency Charg	11.65	350.00	31.60
4054 · Credit Card Processing Fees	163.25	2,500.00	-277.79
4055 · Bank Charges	35.96	525.00	-221.54
4056 · Payroll Service	184.92	3,200.00	-787.87
4057 · Administration Wages			
4047.1 · Director Salary	11,807.72	140,824.00	-59,217.37
4057 · Administration Wages - Other	24,762.45	337,459.00	-153,652.35
Total 4057 · Administration Wages	<u>36,570.17</u>	<u>478,283.00</u>	<u>-212,869.72</u>
4058 · Administration Pera/Payroll Tax	3,696.79	73,867.00	-33,957.95
4059 · Workers Comp	0.00	9,019.00	-826.00
4060 · Administration SDI	418.76	2,207.00	-1,599.73
4061 · Administration Health Insurance	2,871.81	48,287.00	-32,584.39
4062 · Admin Life Insurance	31.00	0.00	124.00
4080 · Staff Development	0.00	2,000.00	-917.56
4100 · Auditing	0.00	10,000.00	-5,300.00
4102 · Consultants	0.00	48,000.00	-48,000.00
4120 · Wellness Benefit	14.00	5,400.00	-4,721.00
4129 · Meetings-Employees	0.00	4,500.00	-4,225.98
4130 · Conferences / Workshops	275.96	4,500.00	1,007.09
4131 · Mileage	268.14	7,000.00	-5,255.99
4132 · Meetings (non employees)	108.96		
4139 · Board Expenses	0.00	100.00	708.00
4140 · Dues	0.00	3,000.00	-1,616.00
4141 · Library District Memberships	285.00	7,100.00	-3,075.00
4145 · Staff Incentives	131.89	10,000.00	-7,230.53
4150 · Legal	2,031.25	55,000.00	-16,920.95

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

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
4160 · Telephone			
4160.1 · Telephone 3rd Street	0.00		
4160.3 · Book Mobile Cell Phone	181.38		
4160 · Telephone - Other	0.00	15,000.00	-13,823.79
Total 4160 · Telephone	<u>181.38</u>	<u>15,000.00</u>	<u>-13,322.71</u>
4170 · Postage	0.00	1,500.00	-132.08
4185 · Copy Machine Lease			
4185.1 · Copy Machine 3rd Street	1,612.09		
4185 · Copy Machine Lease - Other	0.00	18,500.00	-12,528.72
Total 4185 · Copy Machine Lease	<u>1,612.09</u>	<u>18,500.00</u>	<u>-9,162.07</u>
4190 · Miscellaneous Expenses	2,767.73	41,124.00	-18,082.19
4191 · Public Relations			
4191.1 · Ads/Sponsorships	38.35		
4191.2 · Print Materials	584.36		
4191.3 · Promotional Items	0.00		
4191 · Public Relations - Other	0.00	98,400.00	-98,028.00
Total 4191 · Public Relations	<u>622.71</u>	<u>98,400.00</u>	<u>-80,808.96</u>
4200 · Treasurer's Fee	30.22	62,334.00	-448.12
4401 · Salary & Wages Circulation	18,629.19	248,239.00	-79,991.22
4402 · Circulation Pera/Payroll Taxes	3,014.22	35,469.00	-8,816.47
4403 · Circulation Health Insurance	2,351.70	27,294.00	-18,793.00
4405 · Circulation SDI	223.11	840.00	57.11
4406 · Circulation Life Insurance	7.75	93.00	-23.25
4440 · Courier Service	0.00	2,700.00	-2,700.00
4445 · Annual Maint / Support Software	616.00	76,500.00	-10,010.32
4446 · Tech Support	151.99	1,500.00	2,647.36
4450 · Computer Equipment & Supplies	10,812.48	81,150.00	-8,836.94
4460 · Monthly Online Services Soft.	1,622.85	1,600.00	15,118.51
4470 · Salary & Wages-Tech Services	24,841.08	467,290.00	-207,366.61
4472 · Tech Serv Pera/Payroll Taxes	4,019.28	58,409.00	-17,276.44
4473 · Tech Serv Health Insurance	3,861.31	55,285.00	-14,803.55
4475 · Tech Services SDI	364.41	1,877.00	-605.15
4476 · Tech Serv Life Insurance	15.50	372.00	-193.75
4485 · Teen Programs	378.73	5,000.00	-1,720.69
4486 · Internet Service	259.67	26,400.00	-15,594.45
4498 · Youth Services SDI	387.67	2,994.00	-1,932.49
4500 · Salary & Wages-Youth Services	34,597.43	489,943.00	-197,800.25
4501 · Youth Services Life Insurance	23.25	558.00	-364.28
4502 · Youth Serv Pera/Payroll Taxes	5,594.96	75,246.00	-28,952.76
4503 · Youth Serv Health Ins.	2,343.52	69,107.00	-48,446.71
4505 · Youth Service Programs			
4505-2 · Youth Services Programs - SAP	0.00		
4505 · Youth Service Programs - Other	932.67	40,000.00	-19,406.87
Total 4505 · Youth Service Programs	<u>932.67</u>	<u>40,000.00</u>	<u>-14,793.84</u>

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

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
4507 · Adult Serv Pera/Payroll Taxes	1,561.41	23,695.00	-9,931.04
4508 · Adult Serv Health Insurance	2,522.96	18,428.00	4,122.14
4510 · Adult Programs	1,011.31	14,000.00	-5,821.82
4511 · Salary & Wages-Adult Services	9,650.27	154,282.00	-67,335.87
4513 · Adult Services SDI	234.67	728.00	140.57
4515 · Adult Print Materials	4,449.34	55,000.00	-19,036.43
4517 · Materials Processing	1,426.53	16,000.00	-10,951.17
4520 · Adult Non-Print Materials	1,042.11	40,000.00	-29,954.55
4521 · Explore Kits	379.43	5,000.00	-3,101.01
4525 · Periodicals	1,537.68	5,000.00	2,759.17
4530 · Electronic Databases	2,395.75	27,000.00	-3,891.95
4531 · Downloadable / Streaming Serv.	5,929.45	80,000.00	-17,171.60
4532 · Youth Services Print Materials	3,496.06	25,000.00	-6,779.88
4533 · Youth Serv Non-Print Materials	87.69	3,500.00	-1,895.17
4534 · Games	1,972.32	10,000.00	-4,887.56
4535 · Adult E Materials	3,986.80	94,000.00	-50,320.58
4536 · Youth E Materials	1,801.32	50,000.00	-44,288.40
4600 · Teen Print	129.39	3,500.00	-1,418.20
4610 · Repairs & Maintenance			
4610.1 · Repair and Maint 3rd Street	2,190.00		
4610.2 · Repair and Maint Ash Street	0.00		
4610 · Repairs & Maintenance - Other	0.00	50,000.00	-39,257.38
Total 4610 · Repairs & Maintenance	2,190.00	50,000.00	-24,964.85
4615 · Security Service			
4615.1 · Security Service 3rd Street	84.00		
4615.2 · Security Service Ash Street	0.00		
4615 · Security Service - Other	0.00	1,270.00	-1,270.00
Total 4615 · Security Service	84.00	1,270.00	50.00
4620 · Utilities			
4620.1 · Utilities 3rd Street	3,429.01		
4620.2 · Utilities Ash Street	498.56		
4620 · Utilities - Other	0.00	40,000.00	-39,715.30
Total 4620 · Utilities	3,927.57	40,000.00	-10,582.01
4630 · Insurance			
4630.2 · Insurance Ash Street	484.10		
4630 · Insurance - Other	0.00	27,000.00	-1,281.72
Total 4630 · Insurance	484.10	27,000.00	-797.62
4631 · Bookmobile Maintenance	992.14	15,000.00	-2,832.91
4632 · Fuel, Oil, Lubricants			
Book Mobile Fuel	0.00		
4632 · Fuel, Oil, Lubricants - Other	0.00	4,000.00	-2,023.97
Total 4632 · Fuel, Oil, Lubricants	0.00	4,000.00	-1,947.65
4637 · Outreach Life Insurance	7.75	93.00	-23.25
4638 · Salary & Wages-Outreach	13,920.66	177,231.00	-65,071.71

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through September 2022

	<u>Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
4639 · Outreach PERA/ Payroll Taxes	2,252.34	24,509.00	-6,724.48
4640 · Outreach Health Ins	767.83	25,339.00	-18,466.09
4643 · Book Mobile Expenses/Supplies	28.26	500.00	-312.67
4644 · Outreach Phone	0.00	0.00	1,174.71
4647 · Outreach SDI	212.25	866.00	-82.57
4710 · Land/Building Improvements	0.00		
4720 · Furniture and Equipment	0.00		
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00
4722 · Courier Van	0.00	60,000.00	-6,325.93
4723 · Lease Payment	0.00	363,015.00	-332,919.00
9000 · Capital Outlay			
9000.1 · 3rd Street	0.00		
9000.2 · Ash Street	162,578.81		
9000.3 · Severance	28,124.28		
9000 · Capital Outlay - Other	0.00	8,530,003.00	-7,758,274.94
Total 9000 · Capital Outlay	<u>190,703.09</u>	<u>8,530,003.00</u>	<u>-7,477,481.83</u>
Total Expense	<u>431,184.44</u>	<u>12,818,521.00</u>	<u>-9,445,293.53</u>
Net Income	<u><u>-386,161.55</u></u>	<u><u>-100,000.00</u></u>	<u><u>6,900,169.23</u></u>

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through September 2022

	% of Budget
Income	
3110 · General Property Tax	98.27%
3120 · Specific Ownership	89.11%
3121 · Senior/Veteran's Tax	
3130 · Abatement	
3140 · Abatement Interest	
3189 · Delinquent Tax	
3190 · Interest on Deliq. Taxes	
3335 · State Library Grant	100.0%
3522 · Book Replacement	113.99%
3600 · Miscellaneous Revenue	378.69%
3601 · Transfer from reserves	0.0%
3610 · Earnings on Investments	1,951.36%
3611 · COP / Lease	101.3%
Total Income	79.99%
Gross Profit	79.99%
Expense	
4050 · Operating Supplies	51.68%
4053 · Overdue Collection Agency Charg	109.03%
4054 · Credit Card Processing Fees	88.89%
4055 · Bank Charges	57.8%
4056 · Payroll Service	75.38%
4057 · Administration Wages	
4047.1 · Director Salary	57.95%
4057 · Administration Wages - Other	54.47%
Total 4057 · Administration Wages	55.49%
4058 · Administration Pera/Payroll Tax	54.03%
4059 · Workers Comp	90.84%
4060 · Administration SDI	27.52%
4061 · Administration Health Insurance	32.52%
4062 · Admin Life Insurance	100.0%
4080 · Staff Development	54.12%
4100 · Auditing	47.0%
4102 · Consultants	0.0%
4120 · Wellness Benefit	12.57%
4129 · Meetings-Employees	6.09%
4130 · Conferences / Workshops	122.38%
4131 · Mileage	24.91%
4132 · Meetings (non employees)	
4139 · Board Expenses	808.0%
4140 · Dues	46.13%
4141 · Library District Memberships	56.69%
4145 · Staff Incentives	27.7%
4150 · Legal	69.24%

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

	% of Budget
4160 · Telephone	
4160.1 · Telephone 3rd Street	
4160.3 · Book Mobile Cell Phone	
4160 · Telephone - Other	7.84%
Total 4160 · Telephone	11.18%
4170 · Postage	91.2%
4185 · Copy Machine Lease	
4185.1 · Copy Machine 3rd Street	
4185 · Copy Machine Lease - Other	32.28%
Total 4185 · Copy Machine Lease	50.48%
4190 · Miscellaneous Expenses	56.03%
4191 · Public Relations	
4191.1 · Ads/Sponsorships	
4191.2 · Print Materials	
4191.3 · Promotional Items	
4191 · Public Relations - Other	0.38%
Total 4191 · Public Relations	17.88%
4200 · Treasurer's Fee	99.28%
4401 · Salary & Wages Circulation	67.78%
4402 · Circulation Pera/Payroll Taxes	75.14%
4403 · Circulation Health Insurance	31.15%
4405 · Circulation SDI	106.8%
4406 · Circulation Life Insurance	75.0%
4440 · Courier Service	0.0%
4445 · Annual Maint / Support Software	86.92%
4446 · Tech Support	276.49%
4450 · Computer Equipment & Supplies	89.11%
4460 · Monthly Online Services Soft.	1,044.91%
4470 · Salary & Wages-Tech Services	55.62%
4472 · Tech Serv Pera/Payroll Taxes	70.42%
4473 · Tech Serv Health Insurance	73.22%
4475 · Tech Services SDI	67.76%
4476 · Tech Serv Life Insurance	47.92%
4485 · Teen Programs	65.59%
4486 · Internet Service	40.93%
4498 · Youth Services SDI	35.46%
4500 · Salary & Wages-Youth Services	59.63%
4501 · Youth Services Life Insurance	34.72%
4502 · Youth Serv Pera/Payroll Taxes	61.52%
4503 · Youth Serv Health Ins.	29.9%
4505 · Youth Service Programs	
4505-2 · Youth Services Programs - SAP	
4505 · Youth Service Programs - Other	51.48%
Total 4505 · Youth Service Programs	63.02%

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

	% of Budget
4507 · Adult Serv Pera/Payroll Taxes	58.09%
4508 · Adult Serv Health Insurance	122.37%
4510 · Adult Programs	58.42%
4511 · Salary & Wages-Adult Services	56.36%
4513 · Adult Services SDI	119.31%
4515 · Adult Print Materials	65.39%
4517 · Materials Processing	31.56%
4520 · Adult Non-Print Materials	25.11%
4521 · Explore Kits	37.98%
4525 · Periodicals	155.18%
4530 · Electronic Databases	85.59%
4531 · Downloadable / Streaming Serv.	78.54%
4532 · Youth Services Print Materials	72.88%
4533 · Youth Serv Non-Print Materials	45.85%
4534 · Games	51.12%
4535 · Adult E Materials	46.47%
4536 · Youth E Materials	11.42%
4600 · Teen Print	59.48%
4610 · Repairs & Maintenance	
4610.1 · Repair and Maint 3rd Street	
4610.2 · Repair and Maint Ash Street	
4610 · Repairs & Maintenance - Other	21.49%
Total 4610 · Repairs & Maintenance	50.07%
4615 · Security Service	
4615.1 · Security Service 3rd Street	
4615.2 · Security Service Ash Street	
4615 · Security Service - Other	0.0%
Total 4615 · Security Service	103.94%
4620 · Utilities	
4620.1 · Utilities 3rd Street	
4620.2 · Utilities Ash Street	
4620 · Utilities - Other	0.71%
Total 4620 · Utilities	73.55%
4630 · Insurance	
4630.2 · Insurance Ash Street	
4630 · Insurance - Other	95.25%
Total 4630 · Insurance	97.05%
4631 · Bookmobile Maintenance	81.11%
4632 · Fuel, Oil, Lubricants	
Book Mobile Fuel	
4632 · Fuel, Oil, Lubricants - Other	49.4%
Total 4632 · Fuel, Oil, Lubricants	51.31%
4637 · Outreach Life Insurance	75.0%
4638 · Salary & Wages-Outreach	63.28%

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

	% of Budget
4639 · Outreach PERA/ Payroll Taxes	72.56%
4640 · Outreach Health Ins	27.12%
4643 · Book Mobile Expenses/Supplies	37.47%
4644 · Outreach Phone	100.0%
4647 · Outreach SDI	90.47%
4710 · Land/Building Improvements	
4720 · Furniture and Equipment	
4721 · Computer/Tech Equipment	0.0%
4722 · Courier Van	89.46%
4723 · Lease Payment	8.29%
9000 · Capital Outlay	
9000.1 · 3rd Street	
9000.2 · Ash Street	
9000.3 · Severance	
9000 · Capital Outlay - Other	9.05%
Total 9000 · Capital Outlay	12.34%
Total Expense	26.32%
Net Income	-6,800.17%

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

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

Absent: President Kendra Adams

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

Rochelle asked to move the COLOTRUST presentation to the top of the agenda.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling referenced the Director's Report. No questions at this time.
- Monthly Statistics
 - Director Kling referenced the Director's Report. No questions at this time.

Personnel Report - Rochelle Brotsky, Vice-President

Rochelle reported that the full-time Mobile Services Assistant position was filled by Christy Olson and the full-time Technical Services Assistant – Acquisitions was filled by Vince Cameron. The library is currently hiring for a full-time and a part-time Customer Service Specialist.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the library budget and the preliminary assessed value numbers from Weld County. Ron also reported on specific ownership tax and earnings on investment.

Motion by Cole Gerstner, second by Jeromey Balderrama, to accept the Treasurer's Report as presented for August 2022; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported that the Shop, Swap & Sip was a successful event and that the F&F signed up some new members. Rochelle said that Words of Windsor was pleased with the turn out. Rochelle said that the annual Friends Giving will be held November 11th and will be hosted at the Windsor Severance Library building.

Reports of the Liaisons

Town of Windsor: Julie Cline reported that they are working on budgeting, that the Windsor Matters booklet issue is out, that work is happening on the community art mural project, working on hosting a comprehensive plan event, and reported on the Open Space sales tax which will be on the November ballot. Julie answered a question regarding the Citizens Permanent Parking Petition and said that it is slated to be put on a ballot in January.

Town of Severance: Frank Baszler reported that they are working on reviewing capital projects, budget work, looking at potential Grants, and working on regular town business. Frank reported on vandalism at Severance Parks, and that Severance approved two commercial developments.

Weld RE-4 School District: Aaron Smith reported that a 3rd party is visiting with the school district regarding security and security issues.

Reports of the Board Members

Nothing to report at this time.

Old Business

- Approve Minutes of the August 25, 2022 Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the minutes of the August 25, 2022 Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
 - Director Kling reported that finishing touches are being done at the Ash Street location and that there is a walk-thru scheduled for Friday. New signage will be installed soon.
 - Director Kling reported on the Windsor location and that renovations are postponed and slated to begin January 2023.

- Director Kling reported on the Severance location and that the Severance Building Department has what it needs to review the plans. This building location is projected to be completed by the end of November 2023.
- Board Openings Update - Cole Gerstner, Trustee
 - Cole reported that the Board Openings Committee, consisting of Cole Gerstner Library Board - Trustee, Julie Cline Town of Windsor - Board Member, Michelle Duda Town of Severance - Council Member, and Aaron Smith Weld RE-4 School District - Board Member met and held interviews of the potential Library Board candidates.
 - Cole reported that he was voted against, in the nomination of Cheryl Brown and of Lisa Gagliardi, by the three other members of this committee.
 - Cole reported that current Trustee Ronald Dunworth was selected to remain on the board by this committee.
 - Cole reported 4 out of 5 of the Board Openings Committee members were in attendance at these interviews.
 - Cole proposed amending the Library Board By-laws to change the makeup of the committee. A discussion ensued.
 - Attorney Garcia will prepare and present documentation of these proposed changes at the next regular board meeting.
- Second Reading of the Amended By-laws of the Clearview Library District - William Garcia, Library Attorney
 - Jeromey asked that the Second Reading of the By-laws be tabled.
 - Motion by Jeromey Balderrama, second by Ron Dunworth, to table the Second Reading of the By-laws to the October Regular Board Meeting; motion passed unanimously.
- Public Comment Policy, Second Reading - Jeromey Balderrama, Trustee/Committee Chair
 - Jeromey reported on the Public Comment Policy and asked for feedback. Cole spoke of and addressed the topic of board members not being allowed to comment. Cole also addressed the use of sole discretion within the policy.
 - Frank stated that the Board of Trustees should not engage with the public during public comment. The board held further discussion on this topic and concerning written name or name and address being required to comment at a board meeting.
 - Motion by Cole Gerstner, second by Jeromey Balderrama, to approve wording as stated by Jeromy Balderrama; motion passed unanimously.
 - Attorney Garcia will prepare and present documentation of these proposed changes at the next regular board meeting.
 - Motion by Cole Gerstner, second by Frank Bazler, to Accepting the Proposed Edits and Adoption of the Public Comment Policy both as a Whole; motion passed unanimously.

New Business

- Presentation by COLOTRUST on Edge Funds - Dylana Gross, Investment Advisory Services, COLOTRUST
 - Dylana presented a comprehensive approach to board members in regards to investing library funds. This plan is specifically designed for Colorado local governments.
 - Ron shared more information from his and Director Kling's meeting with Dylana. Further discussion was held by the board.
 - Cole asked for additional information and for that information to be reported at the next regular board meeting in October.
- Report on the Colorado Association of Libraries Conference - Jeromey Balderrama, Trustee, Cole Gerstner, Trustee, and Ann Kling, Library Director
 - Jeromey presented a slideshow on attending the CALCON 2022 annual conference. His presentation summarized sessions that were attended and any take-a-ways that were impactful to share with the board. Cole spoke of attending for a day and participating in active discussions. Director Kling reported on one of the sessions that she attended and how she would like to bring that information to staff.
- Salary and Budget Assumptions for the 2023 Budget - Ann Kling, Library Director
 - Director Kling reported on the projected budget being higher for next year. Director Kling talked about the anticipated expenses, another location opening up, renovations, and other expenses that will need to be allocated for in the budget. Director Kling referenced the Clearview Library District Budget and Staff Assumptions for 2023 document. The budget will be posted 10/15/22. Director Kling will present the budget at the next regular board meeting in October.
- Annual Review of the Library Director, Discuss Process - Kendra Adams, President
 - Director Kling reported that last year's evaluation process was the Employer's Council 360-degree evaluation. This process is through a survey and the analysis of results. Rochelle will take the lead on the Director's annual review.

Upcoming Agenda

Facilities Plan Update

By-laws

2023 Draft Budget

Adjourn

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 8:08 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, October 27, 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

**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, the Greeley City Council and the Clearview Library District Friends & Foundation 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 President of the Clearview Library District Friends & Foundation shall appoint a member of its board who resides in the Clearview Library District’s legal service area to serve on the Interview Committee. The appointee from the Clearview Library District Friends & Foundation will initially be a non-voting member of the Interview Committee, however, shall be elevated to a voting member in the event of a failure to appoint a total of five (5) voting members to the Interview Committee by the deadline to submit applications for the Vacancy or in the event that previously appointed member of the Interview Committee is not available to participate in the interviews.

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

4.2.8 The President of the Clearview Library District Friends & Foundation shall appoint a second member of its board who resides in the Clearview Library District's legal service area to serve as a non-voting member, unless and until, after the Vacancy application deadline has passed, that there is an even number of voting members, the non-voting member may be elevated to a voting member by the Chairman of the Interview Committee.

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.

Moved from 5.4.8 to become the new Section 5.4

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 5.4 In order to ensure a fair opportunity for public comment and to allow the Library Board to maintain control of its meetings, the following provisions apply:~~

~~5.4.1 Any person wishing to speak at a meeting of the Library Board must sign in and provide his or her full name and address. This requirement applies to both the Public Comment Period and any agenda items to be addressed.~~

~~5.4.2 A Public Comment Period will be provided at all public meetings of the Library Board. During this period, any person may speak on any item that is not on the agenda for that meeting (the "Public Comment Period").~~

~~5.4.3 Any person wishing to speak on an item on the Library Board agenda for that meeting must first be recognized by the Library Board President when that agenda item is up for discussion.~~

~~5.4.4 Any person who speaks either during the Public Comment Period or on an agenda item (collectively "Comment Periods") is limited to five minutes speaking time unless otherwise authorized by the Board President in advance of the designated Comment Period.~~

~~5.4.5 The official body authorized by law to act on behalf of the Clearview Library District is the Library Board and not individual Trustees, administrative staff, or employees. Accordingly:~~

~~5.4.5.1 Speakers will address comments to the Board and not to individual Trustees, administrators, or staff.~~

~~5.4.5.2 Trustees will listen to comments and consider them during their deliberations as a Board.~~

- ~~5.4.5.3 Trustees will not answer questions or engage in debate during the Comment Periods.~~
- ~~5.4.5.4 Speakers may be directed to staff or other sources for responses to questions raised during the Comment Periods.~~
- 5.4.6 Comments or concerns that require deliberation, research, or study may be considered for addition as agenda items at subsequent meetings.
- 5.4.7 If the behavior of a commenter constitutes a disruption, as determined at the sole discretion of the President of the Library Board, the following progressive steps will be taken:
- ~~5.4.7.1 The President of the Library Board will give the commenter a verbal warning.~~
- ~~5.4.7.2 The President of the Library Board will issue a second verbal warning, and inform the commenter that he or she may be asked to leave if the disruptive behavior does not cease.~~
- ~~5.4.7.3 If the disruptive behavior continues after the second verbal warning, the Library Board President will ask the commenter to leave the building and the Library grounds.~~
- ~~5.4.7.4 If the commenter does not leave the building and the Library grounds, appropriate law enforcement will be called to remove the disruptive commenter.~~
- ~~5.4.7.5 All instances of verbal warnings, eviction, and notification of law enforcement will be documented and reported to the President of the Library Board.~~
- 5.4.8 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~~
Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered as circumstances will permit: a) Roll call; b) Public Comment Period; c) Agenda review; d) Report of the Director; e) Report of the Treasurer; f) Committee reports; g) Communications; h) Unfinished business; i) New business; j) Next meeting agenda; l) Review and approval of the minutes of the previous meeting; and m) Adjournment

Section 7
Quorum

Section 7.1 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 7.2 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 7.3 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 8
Powers and Responsibilities

Section 8.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 8.2 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 9
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.

~~Section 8.3 All warrants or checks above \$30,000 shall require two signatures, one by the Library Director and the other by the Treasurer (the "Primary Cosigners"). One other Trustee selected and approved by the Library Board shall be delegated to sign in the absence of one of the Primary Cosigners.~~

~~Section 8.4 The Library Director is authorized to make electronic fund transfers, however any such transfer greater than \$30,000 shall require prior Library Board approval.~~

~~Section 8.5 All Clearview Library District funds, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Library 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

From: Ann Kling, Director

Date: October 27,

Re: 2023 Draft Budget

Item 5.1: New Business

Background

According to Colorado Law, the draft budget must be submitted to the board and posted for the public by October 15. A hearing is then scheduled. Library Director Kling will present the budget at the October 27 meeting. Public Comment is welcome.

Attachments

Draft 2023 Budget and Budget Message



Budget Message – 2023 Draft Budget *Clearview Library District*

October 15, 2022

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

It is my pleasure to submit to you our 2023 budget. This budget was prepared by the library director with input from the Clearview Library District administrative team.

In 2022, the library district embarked on three capital projects as outlined in the Facilities Plan adopted by the library board in April 2021. An office building in Windsor was purchased late in 2021. A building team was hired consisting of an owner's representative, an architectural design firm and a construction management firm. The architectural firm prepared a design which was approved by a building committee consisting of board members, administrative staff and the owner's representative. Work began on the project in August, 2022 and will be completed by the end of December, 2022. The design of a remodel for the Windsor Severance Library also began in 2022 and construction will begin in January, 2023. The third project, building a branch library in the northern part of the library district also began in 2022. The library district purchased land from the Town of Severance and the architectural team began designing the building. The site plan has been submitted to the Town of Severance Planning Dept. for review. To finance the library in Severance, the district obtained a lease from Glacier Banks which will fund a large portion of the project. A \$500,000 grant was also received from the Colorado Department of Local Affairs(DOLA). The remaining funds will come from the district's reserves.

The district will experience increased operating costs in 2023 with the addition of the administrative services building on Ash St., operation of a courier van and the increased costs of materials and supplies due to inflation. Staff salaries and benefits are also increasing as the district replaces some of the part-time positions with full-time positions with benefits in order to increase staff retention. Salaries and benefits have been added to the budget for the last quarter of 2023 for the branch library in Severance which is tentatively scheduled to open late in 2023.



Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2023 budget cycle is \$ 1,604,147,993 which will generate \$5,688,308 in property tax revenue for the library district. Revenue from sources other than property taxes totals \$383,107. The total anticipated operating revenue for the Clearview Library District for 2023 is \$ 6,071,415. This is a 38% increase from 2022 revenue.

The lease funding obtained in 2022 from Glacier Banks, reserve funds, and a DOLA grant of \$500,000 will fund construction costs for the 10,000 sq. ft. branch in the northern part of the library district. Reserve funds will be used to fund the Windsor Severance Library renovation.

Highlights of Expenditures

Projected operating expenditures for 2023 are \$463,332 or 11% more than the 2022 budgeted expenditures. This increase can be attributed to the full year of the payment and interest on the lease for the branch library in Severance, increased staffing costs including higher health insurance costs, and increased operating costs for the administrative services facility.

Salaries and Related Expenses, \$2,980,647 or 63% of the district's projected expenditures is attributable to an increase in the number of full-time positions and increases in the cost of benefits. Part-time positions were converted to full-time positions to increase staff retention rates.

Materials, \$411,500 or 9% of the projected expenditures. The library district continues to see an increase in the use of ematerials and streaming services. The branch in the northern part of the district will increase the number of books and other materials to be purchased.

Lease Payment, \$356,622 or 8% of the projected expenditures. This is the annual payment plus interest on the lease to fund the construction cost of a branch library in the northern part of the library district. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

IT, \$213,750 or 4% of the projected expenditures. Having 2 facilities and a third by the end of 2023 will increase IT costs.



Clearview Library District 2023 Draft Budget

	2022 Budget	Projected 2022	2023 Budget
Revenue			
Property Tax	\$ 4,155,604	\$ 4,081,786	\$ 5,688,308
Specific Ownership Tax	\$ 210,000	\$ 247,450	\$ 230,000
Other Income	\$ 22,914	\$ 194,692	\$ 153,107
Total Operating Revenue			
Total Operating Revenue	\$ 4,388,518	\$ 4,523,928	\$ 6,071,415
Expense			
Bookmobile	\$ 19,500	\$ 16,616	\$ 22,000
IT	\$ 187,150	\$ 226,661	\$ 213,750
Materials	\$ 398,000	\$ 282,894	\$ 411,500
Operating Expenses	\$ 519,203	\$ 385,064	\$ 500,625
Programming	\$ 59,000	\$ 50,102	\$ 60,000
Public Relations	\$ 98,400	\$ 25,844	\$ 98,400
Salaries and Wages	\$ 2,015,268	\$ 1,614,479	\$ 2,291,672
Benefits	\$ 569,982	\$ 431,724	\$ 688,975
Professional Development	\$ 14,000	\$ 14,526	\$ 24,600
Capital	\$ 45,000	\$ 2,041	\$ 83,707
Lease Payment - Branch	\$ 363,015	\$ 270,393	\$ 356,622
Total Operating Expense			
Total Operating Expense	\$ 4,288,518	\$ 3,320,343	\$ 4,751,850
Total Capital Expense			
Total Capital Expense	\$ 8,530,003	\$ 1,698,810	\$ 8,683,478
Total Expense			
Total Expense	\$ 12,818,521	\$ 5,019,153	\$ 13,435,328
Branch Lease - Glacier Banks			
Branch Lease - Glacier Banks	\$ 5,686,076	\$ 5,165,294	\$ 5,165,294
DOLA Grant			
DOLA Grant			\$ 500,000
Transfers			
Transfer from Reserves	\$ 2,643,927	\$ 495,225	\$ 1,698,619
Transfer to Reserves	\$ 100,000	\$ -	\$ -
Net Income			
Net Income	\$0	\$0	\$0



The public is invited to attend the budget hearing for the 2023 budget at 5:30pm, October 27, 2022 at the regular meeting of the library board.

Respectfully submitted,
Ann Kling, Library Director
October 14, 2022



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: October 27, 2022

Re: Cost of Living Adjustment for Staff

Item 5.2: New Business

Background / Discussion

Inflation in 2022 has been the highest it has been in forty years. Staff have experienced steep increases in the cost of gas, groceries and other essential items. Base wage rates have not changed since the last salary survey, which was implemented in 2020.

Budget Considerations

The district is not projected to expend all funds that were budgeted for 2022 for salaries and wages. The adjustment will use only a portion of the unexpended funds.

Recommendation(s)

Administrative Staff recommends that the board approve the adjustment.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Director

Date: October 27, 2022

Re: Additional Closed Days for 2022

Item 5.3: New Business

Background / Discussion

The Friends and Foundation of the Clearview Library District is holding their 3rd Annual Friendsgiving Event at the Library on Friday, November 11, at 7 pm. In order to prepare for this event, the staff recommend the library close at 6 pm that evening.

The staff committee to plan the annual Staff Day, a day of training and team building for all staff of the library district, has asked that the library district close for the full day, Friday, December 16. In the past, Staff Day ended at 2:30 pm to allow students of Mountain View Elementary School to use the library after school. However, there is no school for the students on December 16. Closing for the entire day will allow those who work the evening shift to attend the full Staff Day.

Recommendation(s)

The Administration recommends these additional closings.