

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, Library Director

- Communication
- Monthly Statistics

Personnel Report - Rochelle Brotsky, Trustee

Treasurer's Report - Ron Dunworth, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Trustee

Old Business

- Approve Minutes of the January 26, 2023 Meeting] (Action)
- Facilities Update - Ann Kling, Library Director (Information)

New Business

- Changes to the board meeting agenda format - Jeromey Balderrama, Board President (Information)
- Additional Expenditure Request, Windsor Severance Library District Renovation - Ann Kling, Library Director (Action)
- Clearview Library District Brand- Christine Henschler, Communications Specialist (Information)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, March 30, 2023, 5:30 p.m. – Location

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 - January 2023

Districtwide Update - Library Director Ann Kling

Highlights

- The renovation of the Windsor Severance Library began on Monday, January 9. The library was closed for three weeks while contractors tore down walls, put up the framing for new walls, removed old carpeting and installed new carpeting, cut channels into the concrete for new electrical and data wiring, wired for new electrical outlets, took down shelving and began prepping the walls for paint. The bookmobile was parked in the library lot each day, Monday - Saturday, for five hours to serve the public. Curbside pickup was also offered. The Customer Service team was relocated to the large meeting room, sharing space with large wooden carts filled with some of the library's collections. The library re-opened to the public on Monday, January 30, for limited services, primarily selection and checkout of material and an express station for fifteen-minute internet access. Full service, including in-house programming, will resume on March 13 after the furniture has been received and set up. New shelving will not be installed until April. Initial patron reactions to the details of the remodel have been positive.
- The 3 Year Comparative Budget was filed with the Department of Local Affairs at the end of January.

Opportunities

- Regular meetings continue to be held on the details of the interior design of the branch library in Severance. Construction documents are 95% complete. Questions from the Severance Planning Department are being addressed.
- Trustee Dunworth and Director Kling conducted an orientation for new Board member, Lisa Gagliardi on January 19.

Challenges

- Working conditions in the building during a remodel have posed some challenges. As with any major remodeling project, there have been odors, dust, and noise. The staff have been very good at adjusting routines and have used the Administrative Services Building as an alternate location for work and staff meetings.
- Shelving installation did not go as smoothly as expected. The height of some of the shelving was incorrect, and therefore the shelving could not be used as planned.

Personnel

- Caleb Shaver was hired as a part-time Mobile Services Assistant.
- Laura Puls resigned from her position as a full-time Customer Service Specialist.

- Two all-staff virtual meetings were held in January on Friday, January 2 and January 27, to address staff questions about the renovation of the Windsor Severance Library.

Board of Trustees Meeting Highlights - January, 2023

- The Board approved additional benefits for library district staff.
 - An Investment Policy was adopted.
 - Board Officers were elected: Jeromey Balderrama President, Cole Gerstner Vice-President, Ron Dunworth Treasurer, Lisa Gagliardi Secretary.
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Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- In January, the Public Services department started to plan this year's Summer Adventure Program. The theme this year is 'All Together Now;' we will use this theme to offer family-friendly events and programs that feature community-focused activities and projects. The tentative dates of the program are May 30 through July 28.
- We welcomed Asa Kennison, a former Customer Service staff member, to the Public Services department in early January. Asa will primarily program with ages 6-12 as he takes on Getting Crafty, Weird Science, and Art Like An Illustrator. Asa has proved to be an exceptional member of our library team and often gets complimented on his customer service skills from our patrons. We are incredibly proud to have him on the Public Services team, and we look forward to watching him grow as a programmer.

Opportunities

- Our teen librarian, Amy McFadden, is currently researching video-gaming in the library, as we'll soon have our own video game console available for teen use in the new teen studio area. She has reached out to several Colorado libraries that offer a similar service; additionally, she has put together an internal committee of staff to consider what policies and rules we want to implement once we are up and running with our own gaming system.
- Becca Sharp, Heather Montgomery, and Casey Lansinger-Pierce interviewed several applicants for an open part-time Children's Services position in January. We eventually offered the job to Shea Johnson, who started in early February and is currently being trained. We are back to being (mostly) fully staffed in our children's department, which is helpful for everyone on the team.
- We welcomed new Mobile Services Assistants Caleb Shaver and Keith Teklits to our team in January. They will both help drive the bookmobile and facilitate outreach programming.
- Our adult programming team has spent time in the new year setting goals and brainstorming services and programs for the coming year. We are working towards identifying gaps in what we offer and/or gaps in who we are reaching in our library district. For instance, there is a desire to reach younger adults through programs we have not yet

offered; we have some exciting ideas brewing!

- Trisha Parsons and Nancy Milliken were invited to give a presentation to concurrent enrollment students at Windsor Charter Academy for a Children's Literature class. Nancy and Trisha talked about our print and digital collection and guided students through locating various library resources.

Challenges

- We offered virtual programming, take-and-make kit programs, and offsite programs throughout the month of January due to the remodel and lack of usable program space at Windsor-Severance Library. Programming in this manner- specifically virtual or take-and-make programming, occasionally poses challenges for staff, including decreased engagement and attendance. We are looking forward to being back to in-person programming come mid-March.
 - The remodel has been very exciting, but not without ups and downs. We've been navigating strong smells, loud noises, and making sure patrons stay out of construction zones. All of that being said, it is amazing to watch everything come together and to imagine how we'll use all of our new spaces.
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IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger

Highlights

- Vince Cameron, our acquisitions assistant, completed the fiscal close with no issues or outstanding problems. Vince has been instrumental in streamlining our acquisitions processes, and the ease with which fiscal close was completed shows what wonderful work he has done.
- We have purchased an add-on to our event scheduling software that will allow patrons to schedule a time with IT assistants to get expert technical advice. We are also looking at using this tool for other services, such as scheduling notary appointments or registering for a time slot for our PAWs reading program.
- We began using our print vendor Ingram's curated coming soon lists to help our selectors with purchasing items for our collection. We have also completed iCurate Core gap analysis and received results. This will help selectors to identify areas that are lacking in our collections and add items to those areas.

Opportunities

- IT staff have begun on-call shifts expanding coverage to all open hours of the library for IT assistance. They are on-call Wednesday evenings, all day on Saturday, and Sunday afternoons. We will continue to monitor how this change impacts library services.
- Working with Ingram on our Opening Day Collection (ODC) for the branch in Severance. We

are in the process of gathering information on our current processes and how that can translate for a collection of nearly 18,000 print items.

Challenges

- IT has run into a few networking hiccups while migrating our patron services servers to Ash St. Administration Center. We had to do some consulting with Lewan, who configured the network initially, to get everything back on track.
 - As the library prepared to open, none of the new data drops were correctly installed and terminated by Fransen-Pittman's sub-contractor. This left IT scrambling to provide internet computers and printing for patrons once the library reopened from the initial 3-week closure for the remodel. This was frustrating for staff and patrons alike as we waited for the sub-contractor to complete the work.
 - Ingram inexplicably stopped shipping new print items to the admin center at the beginning of the year. This meant no new items for patrons. Fortunately, we were closed during this time, so it didn't have an impact on our patrons. We have not received a reasonable explanation from the vendor as to how this happened.
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January 2023 Usage Stats

Key Takeaways:

- With the library closed to the public for renovations for most of the month, most metrics were far below average for January. Additionally, due dates were manually extended, so there were very few circulations from automatic renewals.
- Database usage returned to an above average count, due to increased EBSCO usage.
- With access to the physical library limited, virtual borrowing saw a big jump. Active virtual borrowers had its highest count ever, as did e-audiobook circulation.



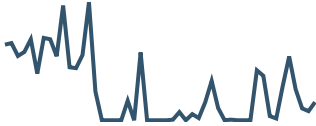

About the Dashboards:

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

About the Metrics:


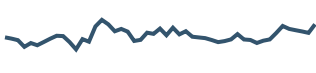

- Patrons Served: This metric counts the number of people who physically visit the library in three possible ways: entering the Windsor-Severance Library building, visiting the Bookmobile, and attending Outreach events.
- Circulation: Circulation includes the checkouts and renewals of all physical items,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

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

Patrons Served			
Counts for Jan 2023	% Change from Dec 2022	% Change from Jan 2022	Sparklines (data since Jan 2019)
Library 3,036	-66.33%	-65.17%	
Bookmobile 145	-89.28%	-63.01%	
Outreach 666	98.81%	No data	
Total Patrons 3,847	-64.06%	-57.77%	

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

Month ▾
Jan 2023
Dec 2022
Nov 2022
Oct 2022
Sep 2022
Aug 2022
Jul 2022
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022
Dec 2021

Circulation			
Counts for Jan 2023	% Change from Dec 2022	% Change from Jan 2022	Sparklines (data since Jan 2019)
Physical Circs 8,272	-68.61%	-70.67%	
Digital Circs 10,162	12.23%	14.26%	
Database Usage 1,993	102.54%	69.04%	

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



Programs			
Counts for Jan 2023	% Change from Dec 2022	% Change from Jan 2022	Sparklines (data since Jan 2019)
Program Attendees 1,330	2.62%	91.09%	N/A
Total Programs 80	29.03%	29.03%	
Waitlisted People 32	-66.67%	88.24%	
Waitlisted Programs 13	-13.33%	30.00%	

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

Month ▾
Jan 2023
Dec 2022
Nov 2022
Oct 2022
Sep 2022
Aug 2022
Jul 2022
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022
Dec 2021

Cardholders			
Counts for Jan 2023	% Change from Dec 2022	% Change from Jan 2022	Sparklines (data since Jan 2019)
Active Cardholders 3,394	-20.55%	-19.17%	
New Cardholders 123	-11.51%	-39.11%	

Website Stats			
Counts for Jan 2023	% Change from Dec 2023	% Change from Jan 2022	Sparklines (data since Jan 2019)
Pageviews 21,404	18.36%	12.61%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of January 31, 2023

Jan 31, 23

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	85.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,651,788.53
1034 · Colo Trust Gen Fund Res 8005	2,123,405.42
1038 · Colo Trust Operating Fund 8003	888,955.74
1040 · Colo Trust Capital Fund-8001	1,153,691.68
1053 · Bank of Colorado--Checking	88,763.27
1054 · Bank of San Juans, Glacier FB	5,165,294.18

Total Checking/Savings	12,072,417.52
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Accounts Receivable

1200 · Accounts Receivable	527.66
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Total Accounts Receivable	527.66
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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
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Total Current Assets	16,755,097.30
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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
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TOTAL ASSETS	22,706,104.55
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	143,784.88
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Total Accounts Payable	143,784.88
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Other Current Liabilities

2100 · Fed W/H. Taxes Payable	10,737.65
2101 · Payroll Liabilities	39,416.36
2110 · Pera Payable (Employee)	-22,378.00
2111 · Pera Payable (Library)	-520.22
2112 · Employee Health Insurance Payab	13,853.99
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	-1.16
2200 · Deferred Revenue - Property	4,652,026.00
2210 · Deferred Revenue - Grant	-0.01

Total Other Current Liabilities	4,692,735.53
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Total Current Liabilities	4,836,520.41
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CLEARVIEW LIBRARY DISTRICT

Balance SheetAs of January 31, 2023
Jan 31, 23

Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	<u>6,038,354.43</u>
Total Liabilities	10,874,874.84
Equity	
2860 · 2000 Fund Balance	2,241,496.00
2862 · TABOR Requirement	129,287.00
3900 · Retained Earnings	9,778,574.54
Net Income	-318,127.83
Total Equity	<u>11,831,229.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>22,706,104.55</u></u>

CLEARVIEW LIBRARY DISTRICT Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Income				
3110 · General Property Tax	38,262.53	5,736,273.00	-5,698,010.47	0.67%
3120 · Specific Ownership	19,793.67	230,000.00	-210,206.33	8.61%
3130 · Abatement	75.53			
3335 · State Library Grant	0.00	11,607.00	-11,607.00	0.0%
3336 · Dola Grant	0.00	500,000.00	-500,000.00	0.0%
3522 · Book Replacement	785.63	8,000.00	-7,214.37	9.82%
3600 · Miscellaneous Revenue	0.00	3,500.00	-3,500.00	0.0%
3601 · Transfer from reserves	0.00	1,747,909.00	-1,747,909.00	0.0%
3610 · Earnings on Investments	26,844.32	130,000.00	-103,155.68	20.65%
3611 · COP / Lease	0.00	5,165,294.00	-5,165,294.00	0.0%
Total Income	85,761.68	13,532,583.00	-13,446,821.32	0.63%
Gross Profit	85,761.68	13,532,583.00	-13,446,821.32	0.63%
Expense				
4050 · Operating Supplies	3,498.71	38,000.00	-34,501.29	9.21%
4053 · Overdue Collection Agency Charg	58.25	500.00	-441.75	11.65%
4054 · Credit Card Processing Fees	301.37	4,000.00	-3,698.63	7.53%
4055 · Bank Charges	35.25	525.00	-489.75	6.71%
4056 · Payroll Service	862.57	8,000.00	-7,137.43	10.78%
4057 · Administration Wages	47,097.50	750,157.00	-703,059.50	6.28%
4058 · Administration Pera/Payroll Tax	7,619.71	121,375.00	-113,755.29	6.28%
4059 · Workers Comp	998.00	12,000.00	-11,002.00	8.32%
4060 · Administration SDI	217.27	642.00	-424.73	33.84%
4061 · Administration Health Insurance	3,686.91	72,146.00	-68,459.09	5.11%
4062 · Admin Life Insurance	46.50	558.00	-511.50	8.33%
4080 · Staff Development	3,110.64	16,500.00	-13,389.36	18.85%
4100 · Auditing	0.00	6,000.00	-6,000.00	0.0%
4102 · Consultants	0.00	50,000.00	-50,000.00	0.0%
4120 · Wellness Benefit	300.00	9,550.00	-9,250.00	3.14%
4129 · Meetings-Employees	0.00	4,000.00	-4,000.00	0.0%
4130 · Conferences / Workshops	0.00	4,500.00	-4,500.00	0.0%
4131 · Mileage	202.82	10,000.00	-9,797.18	2.03%

CLEARVIEW LIBRARY DISTRICT Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
4132 · Meetings (non employees)	0.00	500.00	-500.00	0.0%
4139 · Board Expenses	18.79	1,000.00	-981.21	1.88%
4140 · Dues	201.00	7,500.00	-7,299.00	2.68%
4141 · Library District Memberships	0.00	6,500.00	-6,500.00	0.0%
4145 · Staff Incentives	335.65	8,500.00	-8,164.35	3.95%
4150 · Legal	4,467.50	55,000.00	-50,532.50	8.12%
4160 · Telephone				
4160.3 · Book Mobile Cell Phone	117.37			
4160 · Telephone - Other	0.00	15,000.00	-15,000.00	0.0%
Total 4160 · Telephone	117.37	15,000.00	-14,882.63	0.78%
4170 · Postage	0.00	2,500.00	-2,500.00	0.0%
4185 · Copy Machine Lease				
4185.1 · Copy Machine 3rd Street	911.46			
4185.2 · Copy Machine Ash Street	562.13			
4185 · Copy Machine Lease - Other	0.00	30,000.00	-30,000.00	0.0%
Total 4185 · Copy Machine Lease	1,473.59	30,000.00	-28,526.41	4.91%
4190 · Miscellaneous Expenses	233.10	20,000.00	-19,766.90	1.17%
4191 · Public Relations				
4191.1 · Ads/Sponsorships	3,699.00	22,585.00	-18,886.00	16.38%
4191.2 · Print Materials	331.20	35,515.00	-35,183.80	0.93%
4191.3 · Promotional Items	0.00	15,300.00	-15,300.00	0.0%
4191 · Public Relations - Other	0.00	25,000.00	-25,000.00	0.0%
Total 4191 · Public Relations	4,030.20	98,400.00	-94,369.80	4.1%
4200 · Treasurer's Fee	575.08	86,044.00	-85,468.92	0.67%
4401 · Salary & Wages Circulation	22,619.11	379,551.00	-356,931.89	5.96%
4402 · Circulation Pera/Payroll Taxes	3,659.78	61,411.00	-57,751.22	5.96%
4403 · Circulation Health Insurance	1,585.04	46,520.00	-44,934.96	3.41%
4405 · Circulation SDI	106.60	543.00	-436.40	19.63%
4406 · Circulation Life Insurance	31.00	372.00	-341.00	8.33%
4440 · Courier Service	0.00	3,925.00	-3,925.00	0.0%
4445 · Annual Maint / Support Software	3,016.94	80,000.00	-76,983.06	3.77%
4446 · Tech Support	130.00	1,600.00	-1,470.00	8.13%

CLEARVIEW LIBRARY DISTRICT Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
4450 · Computer Equipment & Supplies	3,671.96	81,150.00	-77,478.04	4.53%
4460 · Monthly Online Services Soft.	1,721.74	16,000.00	-14,278.26	10.76%
4470 · Salary & Wages-Tech Services	34,707.86	365,366.00	-330,658.14	9.5%
4472 · Tech Serv Pera/Payroll Taxes	5,615.74	59,116.00	-53,500.26	9.5%
4473 · Tech Serv Health Insurance	4,673.56	60,476.00	-55,802.44	7.73%
4475 · Tech Services SDI	105.43	1,185.00	-1,079.57	8.9%
4476 · Tech Serv Life Insurance	31.00	465.00	-434.00	6.67%
4485 · Teen Programs	512.66	6,000.00	-5,487.34	8.54%
4486 · Internet Service	259.56	35,000.00	-34,740.44	0.74%
4498 · Youth Services SDI	137.53	1,351.00	-1,213.47	10.18%
4500 · Salary & Wages-Youth Services	35,698.05	449,723.00	-414,024.95	7.94%
4501 · Youth Services Life Insurance	38.75	558.00	-519.25	6.94%
4502 · Youth Serv Pera/Payroll Taxes	5,821.61	72,765.00	-66,943.39	8.0%
4503 · Youth Serv Health Ins.	2,491.88	65,168.00	-62,676.12	3.82%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	0.00	10,000.00	-10,000.00	0.0%
4505 · Youth Service Programs - Other	1,175.57	30,000.00	-28,824.43	3.92%
Total 4505 · Youth Service Programs	1,175.57	40,000.00	-38,824.43	2.94%
4507 · Adult Serv Pera/Payroll Taxes	1,860.60	22,019.00	-20,158.40	8.45%
4508 · Adult Serv Health Insurance	1,770.07	18,648.00	-16,877.93	9.49%
4510 · Adult Programs	898.06	14,000.00	-13,101.94	6.42%
4511 · Salary & Wages-Adult Services	11,499.33	136,089.00	-124,589.67	8.45%
4513 · Adult Services SDI	33.66	908.00	-874.34	3.71%
4514 · Adult Services Life Insurance	7.75	93.00	-85.25	8.33%
4515 · Adult Print Materials	732.28	55,000.00	-54,267.72	1.33%
4517 · Materials Processing	161.05	20,000.00	-19,838.95	0.81%
4520 · Adult Non-Print Materials	1,010.08	40,000.00	-38,989.92	2.53%
4521 · Explore Kits	0.00	6,000.00	-6,000.00	0.0%
4525 · Periodicals	2,685.67	6,500.00	-3,814.33	41.32%
4530 · Electronic Databases	12,435.80	33,000.00	-20,564.20	37.68%
4531 · Downloadable / Streaming Serv.	7,013.06	85,000.00	-77,986.94	8.25%
4532 · Youth Services Print Materials				

CLEARVIEW LIBRARY DISTRICT Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
4532.1 - Grant	1,063.83			
4532 - Youth Services Print Materials - Other	320.82	30,000.00	-29,679.18	1.07%
Total 4532 - Youth Services Print Materials	1,384.65	30,000.00	-28,615.35	4.62%
4533 - Youth Serv Non-Print Materials	306.20	3,500.00	-3,193.80	8.75%
4534 - Games	56.75	5,000.00	-4,943.25	1.14%
4535 - Adult E Materials	4,829.18	94,000.00	-89,170.82	5.14%
4536 - Youth E Materials	987.26	50,000.00	-49,012.74	1.98%
4600 - Teen Print	67.36	3,500.00	-3,432.64	1.93%
4610 - Repairs & Maintenance				
4610.1 - Repair and Maint 3rd Street	-7,164.95			
4610.2 - Repair and Maint Ash Street	181.00			
4610 - Repairs & Maintenance - Other	515.00	55,000.00	-54,485.00	0.94%
Total 4610 - Repairs & Maintenance	-6,468.95	55,000.00	-61,468.95	-11.76%
4615 - Security Service				
4615.2 - Security Service Ash Street	93.99			
4615 - Security Service - Other	0.00	4,000.00	-4,000.00	0.0%
Total 4615 - Security Service	93.99	4,000.00	-3,906.01	2.35%
4620 - Utilities				
4620.1 - Utilities 3rd Street	2,966.28			
4620.2 - Utilities Ash Street	614.71			
4620 - Utilities - Other	0.00	55,000.00	-55,000.00	0.0%
Total 4620 - Utilities	3,580.99	55,000.00	-51,419.01	6.51%
4630 - Insurance	29,407.00	27,000.00	2,407.00	108.92%
4631 - Bookmobile Maintenance	25.00	15,500.00	-15,475.00	0.16%
4632 - Fuel, Oil, Lubricants				
Book Mobile Fuel	146.69			
4632 - Fuel, Oil, Lubricants - Other	0.00	6,000.00	-6,000.00	0.0%
Total 4632 - Fuel, Oil, Lubricants	146.69	6,000.00	-5,853.31	2.45%
4637 - Outreach Life Insurance	15.50	186.00	-170.50	8.33%
4638 - Salary & Wages-Outreach	16,869.15	206,338.00	-189,468.85	8.18%
4639 - Outreach PERA/ Payroll Taxes	2,729.44	33,385.00	-30,655.56	8.18%
4640 - Outreach Health Ins	775.33	34,890.00	-34,114.67	2.22%

CLEARVIEW LIBRARY DISTRICT Profit & Loss Budget vs. Actual January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4643 · Book Mobile Expenses/Supplies	29.94	500.00	-470.06	5.99%
4647 · Outreach SDI	73.73	778.00	-704.27	9.48%
4720 · Furniture and Equipment	0.00	20,000.00	-20,000.00	0.0%
4721 · Computer/Tech Equipment	0.00	63,707.00	-63,707.00	0.0%
4722 · Courier Van	0.00	3,000.00	-3,000.00	0.0%
4723 · Lease Payment	0.00	356,622.00	-356,622.00	0.0%
9000 · Capital Outlay				
9000.1 · Windsor Library				
Windsor Library Design Fee	5,050.50			
WL Move Management	2,090.00			
9000.1 · Windsor Library - Other	<u>5,940.50</u>			
Total 9000.1 · Windsor Library	13,081.00			
9000.2 · Ash Street				
Ash GC-Construction / Renovation	11,115.54			
Ash Signage	<u>0.00</u>			
Total 9000.2 · Ash Street	11,115.54			
9000.3 · Severance				
Severance Design Fees	<u>77,377.20</u>			
Total 9000.3 · Severance	77,377.20			
9000 · Capital Outlay - Other	0.00	13,532,584.00	-13,532,584.00	0.0%
Total 9000 · Capital Outlay	<u>101,573.74</u>	<u>13,532,584.00</u>	<u>-13,431,010.26</u>	<u>0.75%</u>
Total Expense	<u>403,889.51</u>	<u>18,305,389.00</u>	<u>-17,901,499.49</u>	<u>2.21%</u>
Net Income	<u><u>-318,127.83</u></u>	<u><u>-4,772,806.00</u></u>	<u><u>4,454,678.17</u></u>	<u><u>6.67%</u></u>

Clearview Library District Treasurer's Report

Jan-23

Current Assets

Checking/Savings/Cash	12/31/2022	1/31/2023	Change +/-
1010 · Petty Cash	\$ 85.40	\$ 85.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 2,641,546.79	\$ 2,651,788.53	\$ 10,241.74
1034 · Colo Trust Gen Fund Res 8005	\$ 2,115,204.38	\$ 2,123,405.42	\$ 8,201.04
1038 · Colo Trust Operating Fund 8003	\$ 1,327,453.35	\$ 888,955.74	\$ (438,497.61)
1040 · Colo Trust Capital Fund-8001	\$ 1,149,235.88	\$ 1,153,691.68	\$ 4,455.80
1053 · Bank of Colorado--Checking	\$ 167,259.04	\$ 88,763.27	\$ (78,495.77)
1054 - Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
Total Checking/Savings	\$ 12,566,512.32	\$12,072,417.52	\$ (494,094.80)
December 2022 Close	\$ 12,566,512.32		
Janaury 2023 Close	\$ 12,072,417.52		
Month To Month Change	\$ (494,094.80)		

Draft Minutes (Unapproved)

Call to Order

Vice President Rochelle Brotsky called the meeting to order at 5:30 p.m.

Roll Call

Present: Vice-President Rochelle Brotsky, Secretary Jeromey Balderrama, Trustee Ron Dunworth, Trustee Cole Gerstner, Trustee Lisa Gagliardi, Town of Severance Liaison Frank Baszler, Town of Windsor, Barry Wilson, Weld RE-4 School District, Regan Price, and Attorney William Garcia.

Absent:

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

Review of Agenda

Director Kling asked to move the staff introduction to the beginning of the agenda, prior to the Director's Report.

Motion by Jeromey Balderrama, second by Ron Dunworth, to move up a staff introduction prior to the Director's Report; motion passed unanimously

Public Input

Nothing at this time.

Staff Introduction - Casey Lansinger-Pierce, Public Services Manager

Casey introduced Children's Services Librarian II Becca Sharp. Becca has been hired as the Children's Supervising Librarian for the library district.. She started as a Children's Assistant at the library and moved into her new position at the end of last November. Becca introduced herself to the board and shared her excitement about working at the library.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling referenced the board packet and gave a small update on the Administrative Services Building.
- Monthly Statistics
 - Director Kling referenced the statistics in the board packet.

Personnel Report - Rochelle Brotsky, Vice-President

Director Kling reported that the library is hiring a full-time Customer Service Specialist, hired a new Mobile Services Assistant Caleb Shaver, hiring for another Mobile Services Assistant soon, and that Asa Kennison moved from a Customer Service Specialist position to a new role as a Children's Services Assistant.

Treasurer's Report - Ron Dunworth, Trustee

Ron reported on expenses, budget, and balances. Ron updated the board in regard to the Investment Policy.

Director Kling reported that she is working on interviewing and potentially hiring an accountant to consult with the library district on financial reports .

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

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported on their meeting and conversation about raising funds. They are hoping to get a spot at Windsor's Oktoberfest selling beer. Frank suggested options available to fundraise in Severance. Director Kling said the F&F board would like to meet with the library board to discuss the vision of both boards and set new goals. Director Kling will reach out to the F&F to create a meeting for both boards to attend. The F&F is interested in helping with the Summer Reading Program, a Shop, Swap, and Sip event at Words of Windsor, and a potential grand reopening of the Windsor Library.

Reports of the Liaisons

Town of Windsor: Board Member, Barry Wilson reported that Windsor is planning on building a new police station near the new Windsor Middle School, and is getting trails connected to these new locations. Barry stated that Windsor has greatly increased the production of water through Greeley and that Windsor's water is treated in three different locations. Barry reports that Town Board Member Scott Charpentier resigned and that the special election results are not available yet.

Town of Severance: Frank Baszler reported that future water for Severance is virtually doubled. Frank reported on the Northern Integrated Supply Project, creating new reservoirs to help with Severance's water issues and surrounding areas.

Weld RE-4 School District: Regan Price reported on new board member, Raymond Ruth, that universal pre-K is open, kindergarten classes will encompass more children, and the American Legacy Academy will be opening in Water Valley South. Regan added that the school district will be ready to break ground in March on two elementary schools.

Reports of the Board Members

Nothing to report at this time.

Old Business

- Approve Minutes of the November 17, 2022 Regular Board Meeting
 - The minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve minutes of the November 17, 2022 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the December 8, 2022 Regular Board Meeting
 - The minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve minutes of the December 8, 2022 Regular Board Meeting; motion passed unanimously.
- Accept the Resignation of Newly Appointed Board Member, Cheryl Brown - Ann Kling, Library Director
 - Motion by Ron Dunworth, second by Jeromey Balderrama, to accept the Resignation of Newly Appointed Board Member, Cheryl Brown; motion passed unanimously.
 - Attorney Garcia spoke about the next steps after accepting a board member's resignation. Director Kling and the board held a discussion on how to proceed.
 - Motion by Jeromey Balderrama, second by Ron Dunworth, for Director Kling to post an opening for a Trustee position and for the board to hold a special meeting Monday, March 6th; motion passed unanimously.
- Investment Policy, First Reading - Jeromey Balderrama, Chair of the Policy Committee
 - Director Kling referred to Jeromey Balderrama, who shared the Investment Policy, a working document. This was worked on during the recent board working session held on January 12, 2023.
 - Motion by Cole Gerstner, second by Jeromey Balderrama, to approve the Investment Policy; motion passed unanimously.
- Staff Benefits for 2023 - Erin Mitchell, Financial/Human Resources Specialist
 - Motion by Jeromey Balderrama, second by Ron Dunworth, to split the vote to separate the health and fringe benefits.
 - Rochelle recognized Lisa Gagliardi as a voting member on these benefits.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the proposed health benefits; motion passed unanimously. Trustee Jeromey Balderrama abstained from voting.
 - Motion by Cole Gerstner, second by Ron Dunworth, to accept all other fringe benefits being proposed; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director

- Director Kling gave an in-depth update on the remodel of the Windsor library and the status of its reopening to the public this Monday.
- Director Kling updated on the progress of the Severance library. The Severance library plan is on the town of Severance's board meeting agenda for February.
- Director Kling spoke of a potential rebrand to incorporate the two libraries within the district.

New Business

- Election of Officers - Rochelle Brotsky, Vice President
 - Ron Dunworth and Cole Gerstner nominated Jeromey Balderrama as President. Jeromey Balderrama accepted. The motion passed unanimously.
 - Rochelle Brotsky and Jeromey Balderrama nominated Cole Gerstner as Vice-President. The motion passed unanimously.
 - Ron Dunworth and Rochelle Brotsky nominated Lisa Gagliardi as Secretary. The motion passed unanimously.
 - Cole Gerstner and Rochelle Brotsky nominated Ron Dunworth as Treasurer. The motion passed unanimously.
- Appointment of Standing Committees and Ad Hoc Committees - President Jeromey Balderrama
 - Long Term Planning Committee; Ron Dunworth, Jeromey Balderrama
 - Personal Committee: Cole Gerstner, Rochelle Brotsky
 - Ad hoc Policy Committee: Jeromey Balderrama, Lisa Gagliardi
 - Audit Committee: Jeromey Balderrama, Ron Dunworth
 - Rochelle Brotsky will remain the liaison to the Friends and Foundation.
- Posting of Official Library Notices - Ann Kling, Library Director
 - Director Kling stated that all official library notices continue to be posted at the 3rd St. library location and on the library district's website. Director Kling recommends revisiting this when the Severance library opens.
 - Motion by Ron Dunworth, second by Rochelle Brotsky, to approve Posting of Official Library Notices; motion passed unanimously
- Public Access to Library Information - Ann Kling, Library Director
 - Director Kling stated that Public access to library information is the library district's website.
- Engagement Letter for the 2022 Audit - Ann Kling, Library Director
 - Director Kling reported on receiving an engagement letter from Hinkle & Company. This company has been used for the annual audit for the past three years. Director Kling recommends working with Jim Hinkle and accepting the Hinkle & Company letter.

- Motion by Ron Dunworth, second by Rochelle Brotsky, to accept the Hinkle & Company Engagement Letter for the 2022 Audit; motion passed unanimously.
- Affirm Vote to Approve Purchase Price for Shelving and End-caps for Shelving as part of the 3rd St Library Renovation; Taken Online on December 28, 2022 - Ann Kling, Library Director.
 - Director Kling stated that this vote was taken at the end of December 2022. It was motioned by Kendra Adams, and seconded by Cole Gerstner. The vote was held online and was accepted.
 - Motion by Ron Dunworth, second by Rochelle Brotsky, to affirm the Vote to Purchase Price for Shelving and End-caps for Shelving as part of the 3rd St Library Renovation; Taken Online on December 28, 2022; motion passed unanimously.

Executive Session

An Executive Session Pursuant to C.R.S. §24-6-402 (4)(f) for the Purpose of Personnel Matters - Director's Annual Evaluation.

Motion by Rochelle Brotsky, second by Ron Dunworth, to go into executive session pursuant to C.R.S. §24-6-402 (4)(f); motion passed unanimously at 7:35 p.m.

The board went directly into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f).

President Jeromey Balderrama called the regular meeting of the library board back to order at 8:05 pm. Present: Jeromey Balderrama, Cole Gerstner, Ron Dunworth, Rochelle Brotsky, Lisa Gagliardi, Director Kling, and Attorney Garcia.

Upcoming Agenda

Update Windsor Severance Library Renovation
Clearview Library District Brand

Adjourn

The meeting was adjourned at 8:08 pm.

Upcoming Meetings

- Board of Trustees Regular Meeting, February 23, 2022, 5:30 p.m. – Administrative Services Building, Conference Room, 1194 W. Ash St. Windsor, CO 80550 The public is invited to attend virtually.

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: Jeromey Balderrama, Library Board President
Via: Ann Kling, Library Director

Date: February 23, 2023
Re: Board Meeting Agenda Items
Item 5.1: New Business

Background / Discussion

In an effort to maximize the efficiency and effectiveness of meeting time, I recommend the following adjustments to the Library Board Meeting agenda.

Reports of the Liaisons - Liaisons will be requested to submit their reports in writing by the Thursday of the week prior to the Library's Board Meeting, to be included in the Board Packets for review.

During the meeting, rather than recap the written report, liaisons would be asked to do the following:

- Highlight any items under the following context: *Is there anything your entity is working on that would impact the library district or would be an opportunity for collaboration between our two entities?*
- Answer any questions from the submitted reports

Reports of the Board Members - We pivot this time to a roundtable discussion where each Board Member verbally provides an overview of any Board and Commission meetings they attended, as well as provides updates on any committee work that was not included in the agenda.

The board considers designating representatives to attend and review meetings from other municipal entities within the Library Districts, with the focus on identifying any impacts and partnership opportunities for the Clearview Library District.

I invite the board to provide any suggestions on how to further maximize the efficiency of our time together. These agenda changes will take effect for the regular Library Board Meeting on March 30, 2023



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

Date: February 23, 2023

Re: Additional Expenditure Request, Windsor Severance Library District Renovation

Item 5.2: New Business

Background / Discussion

During the setup of shelving during the remodel of the Windsor Severance Library, it was discovered that the height of shelving that was to be used in the central aisle was incorrect. This resulted in the need to purchase additional shelving. Ratio Architects have agreed to cover fifty percent of the cost. The library District's cost for the shelving is \$9,635.

Recommendation(s)

The Library Director and Management Team, as well as the Library District's Owner's Representative, recommend approval.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: February 23, 2023

Re: Clearview Library District Brand

Item 5.3: New Business

Background / Discussion

The Clearview Library District's current brand refresh elements from 2021 resulted from a process led by the district's previous communications specialist. The intent was not to completely rebrand but to refresh a brand that was more than 10 years old. The brand refresh was successful. However, with the building of a branch library in the northern part of the district, it is time to enlist a consultant to assist with a branding process and another refresh that will look at the district's logo, individual building names, current colors, fonts, icons, and more.

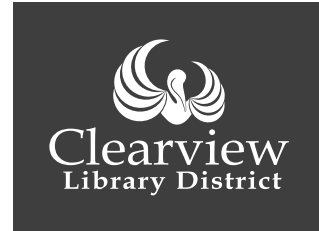
Communications Specialist Christine Henschler and Digital Communications Coordinator, Brad Vogler will present our current brand elements and lead a discussion on board expectations for the rebranding process, which will occur in 2023. An RFP will be released in the next few months.

Attachments

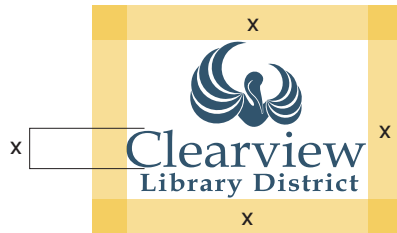
The 2021 Branding Guide from Clearview Library District's brand refresh.

BRAND GUIDE

LOGOS



Clear Space

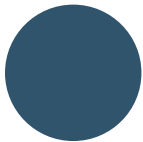


Minimum Size



ALL LOGO VARIATIONS CAN BE FOUND AT bit.ly/CLDstafflogos

COLORS



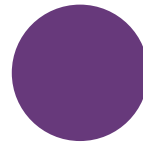
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R51 G84 B109
#33546d



C45 M16 Y23 K0
R142 G183 B189
#8eb7bd



C7 M79 Y100 K0
R224 G89 B36
#e05924



C70 M91 Y21 K6
R104 G57 B122
#68397a



C71 M23 Y100 K7
R88 G143 B24
#588f18



C6 M25 Y92 K0
R240 G190 B53
#f0be35



C23 M29 Y24 K0
R196 G193 B187
#c4c1bb



C6 M4 Y4 K0
R237 G237 B237
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