

## 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

### Old Business

- Approve Minutes of the November 30, 2023, Regular Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director (Information)
- Director Search Update - Ann Kling, Library Director (Information)
- Branding Update - Christine Henschler, Communications Specialist (Information)

### **New Business**

- 2024 Budget, Second Reading - Ann Kling, Library Director (Information)
- Adoption of the 2024 Clearview Library District Budget, Resolution 2024-01 - Ann Kling, Library Director (Action)
- Appropriate Sums of Money, Resolution 2024-02 - Ann Kling, Library Director (Action)
- Set the Mill Levy, Resolution 2024-03 - Ann Kling, Library Director (Action)
- Election of Officers - Cole Gerstner, Board Vice-President (Action)
- Appointment of Standing Committees and Ad Hoc Committees - Jeromey Balderrama, Board President (Action)
- Posting of Official Library Notices, Resolution 2024-04 - Ann Kling, Library Director (Action)

### **Upcoming Agenda**

### **Adjourn**

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### **Upcoming Meetings**

- Board of Trustees Regular Meeting, January 25, 2024, 5:30 p.m. – 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.*

## DIRECTOR'S REPORT - November 2023

### ***Districtwide Update - Library Director Ann Kling***

#### **Highlights**

- The Library Branch in Severance is still on schedule and is expected to be completed by mid-February 2024. There was a delay in installing the shingles due to a detailed issue with the flashing and fascia, which has now been resolved.
- Work continues with Security Consultant, Chad Olms. Chad visited the Windsor-Severance Library on November 29 and will be issuing a report on improvements that can be made for both staff and patron safety.
- The Board adopted the strategic plan, *Together Forward, 2024-2025*. The staff looks forward to having a new roadmap to set the direction for the next two years. The Library District is thankful to the committee for their hard work and insights, which helped in the creation of the plan. The plan is available on the Library District's [website](#).

#### **Opportunities**

- Board Members Ron Dunworth and Cole Gerstner and Director Kling met with the Town of Windsor committee, Mayor Renemeyer, Mayor Pro Tem Barry Wilson, and Town Manager Shane Hale to continue discussing the sale of the Library District's Main St. property. The Town committee will continue to discuss options with the Town Board.
- On Thursday, November 9th, Consultant June Garcia spent the day at the Windsor-Severance Library, where she met with groups of staff and had an evening meeting with the Library Board to gather feedback. This feedback will be used in the search for a new library director for the district.
- Director Kling was interviewed via phone by Lexy Smith of radio station KRKA 103.9 AIR1, which has coverage in Severance. It was an opportunity to discuss library services and the new library in Severance. The interview will air periodically over the next couple of months.

#### **Challenges**

- Children's Supervising Librarian, Becca Sharp, and Public Services Manager, Casey Lansing-Pierce, have been working extremely hard to cover for Children's Supervisor, Heather Montgomery, who continues to face health issues and is currently on leave.
- In the absence of a Customer Service Supervisor, Erin Mitchell, Financial and Human Resources Specialist, has been working very closely with the Customer Service Team to provide support to Team Lead Kailin Kelley, to answer staff questions, and to conduct Customer Service staff meetings. Erin is looking forward to the hiring of a Customer Service Manager.

#### **Personnel**

- Ed May was hired as a full-time IT Assistant.
- Courtney Harris was hired as a part-time Children's Services Assistant.

- Second interviews were held for the Customer Service Manager position.
- Consultants Cordelia Anderson and Ken Magas attended the virtual all-staff meeting on November 3, 2023, to get feedback from the staff, which will help with the design of a logo and the brand refresh.

### **Board of Trustees Meeting Highlights - November 2023**

- The Board adopted the 2024-2025 Strategic Plan.
  - Cordelia Anderson and Ken Magas provided an update on the branding process.
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### ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

#### **Highlights**

- We spent lots of time in November and December planning new programs to be offered at Windsor and Severance locations. Not only are we offering a host of new programs for all age groups, but we will also begin offering a variety of drop-in and registration-based programs. This approach will help us satisfy one of our program goals from the 2024-2025 Strategic Plan (i.e., "Community members of all ages will have increased access to an array of diverse programs that enhance their quality of life.") The new programs are slated to begin in April at both branches.
- Courtney Harris joined our team on November 6 as our newest Children's Services Assistant (replacing Diana Hyland, who departed in September). Courtney has been a perfect addition to our close-knit team. She has enthusiastically jumped in and will soon take over her own programs. Courtney enjoys working with children of all ages, which will be an asset as we expand programming.
- As a result of many hours of hard work, our collection development librarians completed their ODC (opening day collection) lists for Ingram (the main vendor we use for print). We are excited to fill the new library full of brand-new books.

#### **Opportunities**

- We held first and second-round interviews for our new Customer Service Manager position in November. Overall, I was impressed with the pool of candidates; we had a difficult time narrowing it down. Ultimately, the job was offered to Amanda Brian, formerly of Jefferson County Public Libraries.
- I look forward to working closely with Amanda, and I know the customer service team looks forward to having a new leader.

#### **Challenges**

- Our Children's Services Supervisor, Heather Montgomery, went on an extended leave of absence in October due to surgery and ongoing health complications. On a personal note, it has been challenging to see Heather go through an extremely trying time; on a professional level, taking on Heather's tasks (primarily split between Becca Sharp and Casey

Lansinger-Pierce) has been increasingly difficult due to our current workload and the preparation time needed for the new branch. When Heather returns - likely sometime in March - she will step into a new role: Public Services Coordinator. This position will include much of the work Heather was currently doing in her supervisor role (publishing online events, producing in-house calendars, room scheduling, staff scheduling, etc.), except for supervisory tasks. We are currently hiring for a new Children's Services Supervisor. The position is open until filled.

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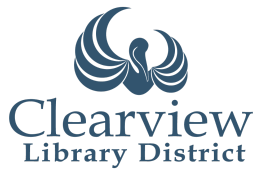
## ***IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger***

### **Highlights**

- Ed May was hired as a full-time IT Assistant and began on November 27th. He comes to us from Colorado State University's IT Department, and we are excited to have him. He jumped in and is learning his role very quickly.
- Clearview Library District organized a solar eclipse party during the solar eclipse in November 2023. The event had multiple activities, including a virtual reality (VR) experience. Patrons who attended the party could learn and explore the planets, stars, and historical events in our solar system with the help of the StarChart VR app, which allows patrons to explore different planets in our solar system and other galaxies. The VR experience was also connected to the display so that those not wearing the headset could also experience the beauty of the stars.
- Jesse Feaval and Beth Gallinger attended the Internet Librarian conference, which was 100% virtual this year. Both came away with some great ideas. Beth attended a seminar from a library that changed all of their computer systems at once and survived the change, which gave some great ideas for surviving the upcoming changes the district is undertaking. Jesse attended a session by Nick Tanzi, who shared tips on providing clear directions to make the staff feel comfortable and tech-savvy. Nick emphasized the importance of creating documents for every process.

### **Opportunities**

- Nearly all staff laptops are up for replacement, and the IT Department has divided them into two groups. Currently, the Admin team has been given replacement computer options, which should be ordered by the end of the year. The second group will start in early 2024 but may be delayed due to Severance opening.
- Technical services is working with Midwest Tape to begin ordering for the opening day DVD collections at Severance. The selectors will have the month of December to make their selections so that we can get everything ordered and delivered in March.
- Beth Gallinger and Jennifer Bradley met with Brad Vogler to talk through ideas for how our landing page for the new Adventure Pass program could look. We reviewed a few other library pages to get ideas of what we liked and didn't like. We have a solid idea of what we need to do to launch the program in early January.
- Finalized presentations with Kenny McDaniel, a Professor of Computer Information Services



at Aims Community College, who gave a public presentation on December 5, 2023. Additionally, he will speak on artificial intelligence during our staff day on December 8.

### **Challenges**

- IT has been very busy getting ready for Severance and all of the changes coming up, which has been made more difficult by being down an IT Assistant for most of the month. We are excited to have a new IT Assistant start!
  - Cleanup of the server room has been ongoing, and getting some of the large old servers out has been challenging. Now that they are finally out of the rack, we need to wipe them and get them recycled.
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## November 2023 Usage Stats

### Key Takeaways:

- Most in-person stats, like patron and program attendance, tend to be lower in November due to holiday closures. However, many of these stats were still high compared to the previous year.
- Digital borrowing continued to hold steady and remains higher than in previous years.
- EBSCO database usage continued to be unusually high, resulting in an extremely large database usage count overall.

### 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 Nov 2023	% Change from Oct 2023	% Change from Nov 2022	Sparklines (data since Jan 2019)
Library 9,533	-17.66%	-0.23%	
Bookmobile 787	-70.48%	60.94%	
Outreach 787	-75.72%	79.68%	
Total Patrons 11,028	-36.93%	5.21%	

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

Month ▾
<b>Nov 2023</b>
Oct 2023
Sep 2023
Aug 2023
Jul 2023
Jun 2023
May 2023
Apr 2023
Mar 2023
Feb 2023
Jan 2023
Dec 2022
Nov 2022
Oct 2022

Circulation			
Counts for Nov 2023	% Change from Oct 2023	% Change from Nov 2022	Sparklines (data since Jan 2019)
Physical Circs 27,315	-6.79%	-3.20%	
Digital Circs 10,603	1.14%	14.76%	
Database Usage 8,206	11.00%	80.27%	

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





Programs			
Counts for Nov 2023	% Change from Oct 2023	% Change from Nov 2022	Sparklines (data since Jan 2019)
Program Attendees 1,904	-29.22%	21.51%	N/A
Total Programs 119	-5.56%	26.60%	
Waitlisted People 72	-51.68%	-48.57%	
Waitlisted Programs 21	-44.74%	-4.55%	

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

Month ▾
<b>Nov 2023</b>
Oct 2023
Sep 2023
Aug 2023
Jul 2023
Jun 2023
May 2023
Apr 2023
Mar 2023
Feb 2023
Jan 2023
Dec 2022
Nov 2022
Oct 2022

Cardholders			
Counts for Nov 2023	% Change from Oct 2023	% Change from Nov 2022	Sparklines (data since Jan 2019)
Active Cardholders 5,065	-0.14%	13.64%	
New Cardholders 186	-32.61%	16.25%	

Website Stats			
Counts for Nov 2023	% Change from Oct 2023	% Change from Nov 2022	Sparklines (data since Jan 2019)
Pageviews 23,813	-12.01%	24.15%	

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



## **Draft Minutes (Unapproved)**

### **Call to Order**

President Jeromey Balderrama called the meeting to order at 5:31 p.m.

### **Roll Call**

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams (joined the meeting online), Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Julie Cline, City of Greeley Liaison Dale Hall, and Attorney William Garcia

Absent: Weld RE-4 School District Liaison Raymond Ruth

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce (joined the meeting online), IT & Technical Services Manager Beth Gallinger, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell (joined the meeting online)

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### **Review of Agenda**

Director Kling asked to move the Rebranding Update and the 2024-2025 Draft Strategic Plan sessions to the top of the agenda.

Motion by Kendra Adams, second by Cole Gerstner, to approve the agenda revisions; motion passed unanimously.

### **Public Input**

Nothing at this time.

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

- Communication and Monthly Statistics
  - The Town of Severance and Weld RE-4 School District ratified Cole Gerstner at their most recent board meetings. The City of Greeley (Dec.5) and Town of Windsor (Dec. 11) have resolutions to ratify the District's appointment of Cole Gerstner on their board meeting agendas.

- Rochelle reported that she really appreciates the new front door at the Windsor-Severance Library. Director Kling added receiving good feedback on the new front door and noted that it automatically slides open.
- Cole discussed the circulation statistics and how they demonstrate how busy the library is.

### **Follow Up Questions to Board/Liaison Reports**

Frank referenced Severance's Town Scoop for news. Julie sent her liaison report in and mentioned that Windsor's Winter Wonderland is this weekend. Dale spoke of the Greeley growth meeting that will be upcoming and said he is glad to have become involved with the library district as a liaison. The library board welcomed Dale aboard. Jeromey spoke for Ray, reporting on the three new school board members and that the two new elementary schools have been branded.

### **Treasurer's Report** - Ron Dunworth, Treasurer

Ron reported on operating revenue, income, property tax revenue, operating expenses, and paying invoices for the Severance project. The district is also under budget as far as expenses go. Lisa asked about the DOLA Grant submittals. Director Kling reported submitting invoices and the process of submitting only 10% of the invoice amount, which DOLA requires.

Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for October 2023; motion passed unanimously.

### **Friends & Foundation Report** - Rochelle Brotsky, Trustee

Rochelle reported the F&F are providing a staff appreciation gift that will be given out at Staff Day. Rochelle said Friendsgiving went extremely well and was well attended. Blind Date with a Book is a good fundraising opportunity. Clearview Reads is April 27, 2024, with author Sarah Penner. They are planning the talk, tickets for the Meet & Greet, and looking for business sponsorships.

### **Old Business**

- Rebranding Update - Christine Henschler, Communications Specialist, and Cordelia Anderson and Ken Magas, Consultants
  - Christine welcomed and introduced Cordelia Anderson and Ken Magas, both of whom joined the meeting online.
  - Cordelia gave the board an overall view of how they work, and Ken presented a slideshow of the work they have completed so far and next steps. Cordelia spoke of the community's response to nature and open space concepts. Cordelia will share the report with the board.
- Approve Minutes of the October 26, 2023, Regular Board Meeting
  - Minutes were approved.

- Motion by Cole Gerstner, second by Ron Dunworth, to approve Minutes of the October 26, 2023, regular board meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director
  - Director Kling reported being on the job site and talked about the work happening. The project is still on schedule—a hopeful opening date of early April.
- Director Search Update - Ann Kling, Library Director
  - Director Kling reported that June Garcia and Sari Feldman are working on a draft brochure that should be ready in January. Jeromey and Rochelle will preview the brochure before it is sent to the full Board.
- 2024 Budget Update - Ann Kling, Library Director
  - Director Kling reported Proposition HH did not pass, so deadlines were moved to January 2024.
  - Attorney Garcia reported that the requirement to get the information to the towns and cities from the County Assessor is in January. Weld County Assessor may have numbers in mid-December. He said the special session was unclear as to what all was changed and when to report on the budget. Attorney Garcia said that approving the 2024 budget and mill levy on January 4, 2024, at a regular board meeting should be fine.

### **New Business**

- 2024-2025 Draft Strategic Plan - Ann Kling, Library Director
  - Director Kling talked about the planning process, the work involved, and the community members, staff, and board members who took part in planning and meetings. Director Kling addressed the highlights of the plan, why it's a two-year plan, and answered questions.
  - Motion by Rochelle Brotsky, second by Kendra Adams, to approve the 2024-2025 Strategic Plan; motion passed unanimously.
- Approve the 2024 Board Calendar - Ann Kling, Library Director
  - Director Kling reviewed the calendar with the board and made suggestions for certain dates.
  - Motion by Kendra Adams, second by Cole Gerstner, to approve the 2024 Board calendar; motion passed unanimously.
- Distribute Board Evaluation Materials - Jeromey Balderrama, Board President
  - Director Kling and Jeromey said that the evaluation materials would be sent out soon and that discussion on those should be held at the regular board meeting on January 25, 2024.

### **Executive Session**

An Executive Session pursuant to C.R.S. Sec. 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations and instructing negotiators - Main Street property.

Motion by Rochelle Brotsky, second by Ron Dunworth, to go into executive session pursuant to C.R.S. Sec. 24-6-402(4)(e); motion passed unanimously at 7:22 p.m. The board went directly into executive session.

President Jeromey Balderrama called the regular meeting of the library board back to order at 8:43 p.m. Present: Jeromey Balderrama, Cole Gerstner, Ron Dunworth, Rochelle Brotsky, Lisa Gagliardi, Attorney Garcia, Director Kling, Beth Gallinger, and Natalie Wagner. Trustee Rochelle Brotsky was excused to leave the meeting.

### **Upcoming Agenda**

Second Reading of the 2024 Budget

Adopt the Budget

Appropriate the Sums of Money

Set the Mill Levy

Election of Officers

Posting of Official Notices

### **Adjourn**

Motion by Kendra Adams, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 8:46 p.m.

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### **Upcoming Meetings**

- Board of Trustees Regular Meeting, January 4, 2024, 5:30 p.m. – Windsor Severance Library and Zoom.

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** January 4, 2024

**Re:** Second Reading of the 2024 Clearview Library District Budget

**Item 5.2:** New Business

### **Background**

The first reading of the 2024 Budget took place at the budget hearing held at the October 26, 2023, meeting of the Library Board. The adoption of the 2024 budget was postponed to the beginning of January due to statewide delays in receiving final property tax assessments.

### **Attachments**

2024 Clearview Library District Budget Statement and Budget  
Certification of Valuation December 10, 2023



## **Budget Message – 2024 Draft Budget** ***Clearview Library District***

December 28, 2023

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

It is my pleasure to submit to you the 2024 budget for the Clearview Library District. This budget was prepared by the library director with input from the Clearview Library District administrative team and library trustees.

In 2023, the library district completed the second project recommended in a *Plan for the Future*, the library district's facilities plan, which was adopted by the Library Board in 2021. The renovation of the Windsor Severance Library began in January 2023 and was completed in March. The third project, building a branch library in the Town of Severance, began with a ground-breaking ceremony in May, 2023 and is well underway, with an anticipated completion date of February 2024.

With the addition of the branch library in Severance the district will experience increased building operating costs in 2024 along with the staffing costs that are associated with a growing library district.

### **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 2024 budget cycle is \$2,321,924,310, which will generate \$8,233,544 in property tax revenue for the library district. This is a 44% increase in property tax revenue from 2023. Revenue from sources other than property taxes is projected at \$669,586. The total anticipated operating revenue for the Clearview Library District for 2024 is \$8,903,130.

The large increase in property tax revenue can be attributed to oil and gas. 54% of the district's tax revenue comes from the oil and gas industry, 26% is derived from residential, 10% from commercial, and 6% from industrial. The remaining 4% is from agricultural, minerals and vacant land. Oil and gas revenue has helped the district accomplish its long-term building goals.

A lease of \$5,760,000 obtained in 2022 from Glacier Banks, library district reserve funds, and a Colorado Department of Local Affairs (DOLA) Energy Impact Grant of \$500,000 will continue to fund construction costs for the 10,000 sq. ft. branch in the town of Severance.



## Highlights of Operating Expenditures

Projected operating expenditures for 2024 are \$6,219,083, a 28% increase over 2023 budgeted expenditures. As the district opens a branch in the Town of Severance there will be increased costs for operations including wages, administration, programming, and materials.

**Salaries and Benefits**, \$3,921,130 or 63% of the projected expenditures. The district will be adding staff to operate the library in Severance at 40 hours a week. In addition, the library district is adding a facilities supervisor, a customer service manager, an additional IT assistant, programming assistants, mobile services assistants, courier drivers, an accounting assistant, and a communications assistant.

**Materials**, \$509,500 or 8% of the budget, will be used to purchase additional physical materials and ematerials which continue to grow in popularity.

**Lease Payment**, \$356,606 or 6% of the projected expenditures. This is the annual payment plus interest on the Glacier Banks lease to fund the construction costs of the branch library in Severance. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

**IT**, \$253,200 or 4% of the projected expenditures. The library district will be adding a discovery layer to our catalog which will enhance the patron's ability to find library materials.

**Capital for Existing Facilities** \$250,000 or 4% of the projected expenditures. Security and energy saving improvements will be made to the district's existing facilities.

**Operating** \$690,505 or 11% of the projected expenditures. Operating expenses include items such as utilities, insurance, security monitoring, auditing, legal, phone service, copier and other costs associated with running our facilities.

## Highlights of Capital Expenditures: Branch Project, Renovation of the Windsor Severance Library, Purchase and Renovation of the Administration Building (Ash St.)

Construction began on the library branch in Severance in May, 2023. The building is currently on schedule to be completed in February of 2024 and open to the public in early April.

The library district purchased the property west of Severance Town Hall from the Town of Severance in January 2022. The library district was also required to purchase 2 water shares. In March of 2022, the district obtained a \$5,760,000 lease from the Bank of San Juan's, Glacier Banks, at a 2.09% rate. A competitive \$500,000 grant was received from the Colorado Dept. of Local Affairs (DOLA). The remainder of the budgeted building costs will





come from the library district's reserve funds. A summary of building project costs can be found below the 2024 Draft Budget.

Clearview Library District					
2024 Budget					
	2022 Actual	2023 Budget	Estimated YTD	2024 Budget	% Increase
<b>Revenue</b>					
Property Tax	4,114,170	5,736,273	5,732,848	8,233,544	44%
Specific Ownership Tax	246,177	230,000	248,434	245,000	7%
Other Income	212,445	153,107	444,507	424,586	177%
<b>Total Operating Revenue</b>	<b>4,572,792</b>	<b>6,119,380</b>	<b>6,425,789</b>	<b>8,903,130</b>	<b>45%</b>
<b>Expense</b>					
IT	218,101	213,750	237,089	253,200	18%
Materials	297,809	411,500	339,610	509,500	24%
Operating Expenses	396,466	501,494	411,583	690,505	38%
Programming	47,865	60,000	52,841	87,500	46%
Public Relations	22,129	98,400	23,699	124,643	27%
Vehicles	20,313	22,000	13,222	26,000	18%
Salaries and Wages	1,739,992	2,346,659	2,043,053	2,899,805	24%
Benefits	479,482	754,974	570,965	1,021,325	35%
Lease Payment - Branch	270,288	356,622	356,622	356,606	0%
Capital - Existing Facilities	34,670	83,707	30,684	250,000	199%
<b>Total Operating Expense</b>	<b>3,527,115</b>	<b>4,849,106</b>	<b>4,079,367</b>	<b>6,219,083</b>	<b>28%</b>
<b>Operating overage to reserves</b>	<b>1,045,677</b>	<b>1,270,274</b>	<b>2,346,422</b>	<b>2,684,047</b>	
<b>Capital Projects Revenue Severance</b>	<b>5,760,000</b>				
<b>Capital Projects Revenue Prior Year</b>					
Glacier Banks/ Lease Severance Branch		5,165,294	3,868,600	1,296,693	
DOLA Grant/Severance Branch		500,000	326,560	173,440	
<b>Total Capital Projects Revenue Prior Year</b>		<b>5,665,294</b>	<b>4,195,160</b>	<b>1,470,133</b>	
<b>Capital Projects Expense</b>					
Capital Project/Windsor Branch	134,240	1,062,226	1,025,365	-	
Capital Project/Ash Street	549,570	-	30,689	-	
Capital Project/Severance Branch	918,958	7,621,252	5,167,421	1,523,660	
<b>Total Capital Projects Expense</b>	<b>1,602,768</b>	<b>8,683,478</b>	<b>6,223,474</b>	<b>1,523,660</b>	
<b>Transfers</b>					
Transfer to Reserves	1,045,677		-	2,630,520	
Transfer from Reserves/Building Projects		1,747,910	815,723	53,527	
<b>Net Income</b>	<b>-</b>	<b>0</b>	<b>318,108</b>	<b>-</b>	



**Clearview Library District Capital Projects 2022-2024**

<b>Clearview Library District Capital Projects 2022-2024</b>				
<b>Project Costs</b>				
Administration Building (Ash St.) Purchase 2021*	\$750,000.00			
Administration Building (Ash St.) Remodel	\$620,716.96			
Windsor Severance Library Remodel	\$1,208,646.70			
Branch Library in Severance	\$7,610,039.27			
<b>Total Cost</b>	<b>\$10,189,402.93</b>			
<b>Revenue for Projects</b>				
<b>Administration Building (Ash St.)</b>				
Library District Reserve Funds	\$620,716.96			
<b>Windsor Severance Library Remodel</b>				
Library District Reserve Funds	\$1,208,646.70			
<b>Branch Library in Severance</b>				
Bank of San Juan's, Glacier Banks	\$5,760,000			
DOLA Grant	\$500,000			
Library District Reserve Funds	\$1,350,039.27			
<b>Total Reserve Funds To Be Expended for Projects</b>	<b>\$3,179,403</b>			
<b>Expenditures</b>		<b>2022</b>	<b>2023 Projected</b>	<b>2024 Budget</b>
<b>Administration Building (Ash St.)</b>				
Renovation Costs		\$549,570	\$32,267	\$0
<b>Windsor Severance Library Renovation</b>				
Renovation Costs		\$134,240	\$973,325	\$0
<b>Branch Library in Severance</b>				
Expenditures		\$918,958	\$5,167,421	\$1,523,660
<i>*Ash St was purchased from the 2021 Operating Budget</i>				

The public is invited to attend the January 4, 2024 meeting of the Library Board at the Windsor Severance Library, 720 3<sup>rd</sup> St, Windsor, CO 80550, 5:30 pm. The Library Board will be voting to approve the budget.

Respectfully submitted,  
Ann Kling, Library Director  
December 28, 2023

# CERTIFICATION OF VALUATION BY WELD COUNTY ASSESSOR

Name of Jurisdiction: 1051 - CLEARVIEW LIBRARY

IN WELD COUNTY ON 12/10/2023

New Entity: No

<b>USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY</b>
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IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2023 IN WELD COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$1,614,487,162
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$2,323,135,420
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$1,211,110
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$2,321,924,310
5. NEW CONSTRUCTION: **	\$71,268,420
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND ( 29-1-301(1)(b) C.R.S.): ##	\$467,308,284
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1))(a) C.R.S.):	\$42.86
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$4,821.19

\* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b),Colo.

\*\* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

# Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

## Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

<b>USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY</b>
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IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b),C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2023 IN WELD COUNTY, COLORADO ON AUGUST 25, 2023

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$11,761,444,667
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: !	\$683,824,627
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$534,066,611
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
<small>(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)</small>	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$1,460,833
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$6,494,974

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

! Construction is defined as newly constructed taxable real property structures.

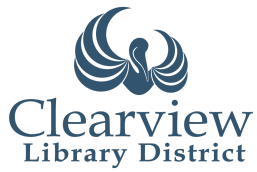
% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS : 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:----->	\$0
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**NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2023**

IN ACCORDANCE WITH 39-5-128(1.5)C.R.S. THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **	\$909,933
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\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 f(3). C.R.S.



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** January 4, 2024

**Re:** Adoption of the 2024 Clearview Library District Budget

**Item 5.2:** New Business

### **Background**

The Board of Trustees adopts the annual budget following a schedule set by the State of Colorado. This year's deadline was extended due to the changes in residential property taxes.

### **Attachment**

Resolution 24-01 Resolution to Adopt the Budget



**RESOLUTION 24-01**

**RESOLUTION TO ADOPT THE BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CLEARVIW LIBRARY DISTRICT, Colorado for the calendar year beginning on the first day of January, 2024 and ending on the last day of December, 2024.

WHEREAS, the Library Board of the Clearview Library District has appointed Ann Kling, Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Ann Kling, Director, has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 26, 2023 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

Section 1. That the budget, as submitted, amended and attached be and the same hereby is approved and adopted as the budget of the Clearview Library District, Colorado for the year stated above.

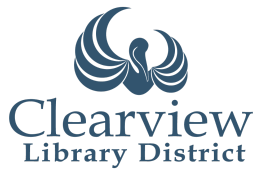
Section 2. That the budget hereby approved and adopted shall be signed by the President or the Vice-President and made part of the public records of the District.

ADOPTED, this 4th day of January, A.D. 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board

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Clearview Library District Board Member



## MEMORANDUM

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

**Date:** January 4, 2024  
**Re:** Appropriate Sums of Money  
**Item 5.3:** New Business

### **Background**

This is the second step in the budget adoption process.

### **Attachment**

Resolution 24-02 Resolution to Appropriate Sums of Money



**RESOLUTION 24-02**

**RESOLUTION TO APPROPRIATE SUMS OF MONEY**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENICES, IN THE AMOUNTS FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2024 BUDGET YEAR.

WHEREAS, the Library Board has adopted the annual budget in accordance with the Local Budget Government Law, on January 4, 2024; and

WHEREAS, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operation to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND:

Operating Expenses \$ 6,219,083

Capital Outlay \$1,523,660

Reserve Funds \$53,527

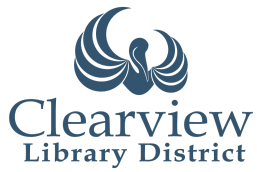
TOTAL GENERAL FUND \$ 7,742,743

ADOPTED, this 4th day of January, A.D., 2024

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board of Trustees

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Clearview Library District Board Member



## MEMORANDUM

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

**Date:** January 4, 2024  
**Re:** Set the Mill Levy  
**Item 5.4:** New Business

### **Background**

This is the third step in the annual budget process. Once the budget is adopted and the funds are appropriated, the board votes to set the mill levy. The Weld County Assessor is then notified by the library director.

### **Attachment**

Resolution 24-03 Resolution to Set the Mill Levy





**RESOLUTION 24-03**

**RESOLUTION TO SET MILL LEVIES**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Clearview Library District has adopted the annual budget in accordance with the Local Government Budget Law on January 4, 2024, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$8,233,544 and;

WHEREAS, the 2023 net valuation for assessment for the Clearview Library District as certified by the County Assessor is \$2,321,924,310

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO (formerly the Windsor-Severance Library District, Colorado);

Section 1. That for the purpose of meeting all general operating expenses of the Clearview library District during the 2024 budget year, there is hereby levied a tax of 3.546 mills upon each dollar of the total valuation for assessment of all taxable property within the Clearview Library District herein above determined and set.

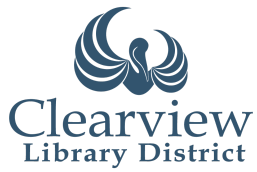
Section 2. That the Library Director is hereby authorized and directed to immediately certify to the County Commissioners of Weld County, Colorado the mill levy for the Clearview Library District herein above determined and set.

ADOPTED this 4<sup>th</sup> day of January 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board of Trustees

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Clearview Library District Board Member



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Director

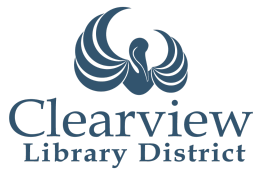
**Date:** January 4, 2024

**Re:** Election of Officers

**Item 5.5:** New Business

### **Background / Discussion**

Each year, at the first meeting of the Board, the Trustees elect new officers. Board members make nominations. A vote is taken.



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Director

**Date:** January 4, 2024

**Re:** Appointment of Standing Committees and Ad Hoc Committees

**Item 5.6:** New Business

### **Background / Discussion**

Members to Standing Committees of the Board and any Ad Hoc committees deemed necessary at the current time are selected at the January organizational meeting of the Library Board



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Director

**Date:** January 4, 2024

**Re:** Posting of Official Library Notices

**Item 5.7:** New Business

### **Background / Discussion**

At the January organizational meeting of the Board, the official location for all legal District postings is voted on by the Board of Trustees.

### **Attachment**

Resolution 24-04 - Designating Public Posting Places of Notices for Clearview Library District in 2024



**Resolution 24-04  
Designating Public Posting Places of Notices for  
Clearview Library District in 2024**

WHEREAS, pursuant to Section 24-6-402(2)(c), C.R. S., notices and where possible agendas of the Clearview Library District Board of Directors ("Board") meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or expected to be in attendance shall be posted within the boundaries of the District at least 24 hours prior to each meeting at the location designated hereafter at the first regular meeting of each year and;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors for Clearview Library District, Colorado;

DISTRICT DESIGNATED POSTING PLACES:

- On the District Website, <http://www.clearviewlibrary.org>
- In the glass covered bulletin board in the lobby of Windsor Severance Library  
*720 3<sup>rd</sup> Street, Windsor, CO 80550*
- In the display case of the library in Severance upon its completion and opening in 2024

*5 Timber Ridge Parkway, Severance, CO 80550*

Adopted this 4th Day of January 2024

ATTEST:

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Board President

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Board Member