

Agenda

Call to Order

Roll Call

Review of Agenda

Public Input

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
 - Follow up/Update - Liaison to the Chamber
- 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

- Item 1 - Approve Minutes of the August 26, 2021 meeting, (Action)
- Item 2 - Board Openings for 2022, Update- Ann Kling, Library Director (Information)
- Item 3 - Facilities Plan Update - Ann Kling, Library Director (Information)

New Business

- Item 1 - Approve hiring of an architectural design firm - Committee (Action)
- Item 2 - Procurement Policy - Ann Kling, Library Director (Action)
- Item 3 - Budget and Staffing Assumptions for 2022 - Ann Kling, Library Director (Action)
- Item 4 - Report on Colorado Assn of Libraries Annual Conference, Casey Lansinger-Pierce, Public Services Manager and Bud Hunt, IT/Technical Services Manager (Information)
- Item 5 - Affirm vote taken to set terms for board openings - Ann Kling, Library Director (Action)
- Item 6 - Discuss/agree on an evaluation process for the Director (Information)

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to an Intergovernmental Agreement with the Town of Severance.



Board of Trustees Regular Meeting

Sept. 30, 2021 • 5:30 p.m.

<https://bit.ly/2Wcy4jG>

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, October 28, 2021, 5:30 p.m. – Hybrid

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



Director's Report - August, 2021

Districtwide Update - Director Ann Kling

Highlights

- The library district purchased an office building located at 1194 West Ash St. on Friday, August 13. The building, after it is remodeled, will become a Central Services Hub for a growing library district.
- An RFP for an architectural design firm was released by the district's owner's representative, Dan Spykstra of Wember, Inc. Four firms responded to the RFP. Three were shortlisted for interviews in September.
- An RFP for a Construction Manager @ Risk was drafted by Dan Spykstra of Wember, Inc. to be released in early September.
- Communications and IT & Technical Services continue to make progress on the website redesign project. If things continue as planned, the website will launch in October.

Opportunities

- Library Director Ann Kling was invited to speak to the local chapter of PEO. The group made a donation to the Friends and Foundation in appreciation.
- Communications has worked with Public Services to launch a new email newsletter geared toward caretakers of children ages 0-5. The community can sign up for the Growing Readers newsletter at <https://clearviewlibrary.org/subscribe>.
- Communications is finalizing its work with the Brand Focus Group, and will launch updates to the district's brand on Friday, Oct. 1. A soft launch of the new look debuted at the Windsor Harvest Festival with the bookmobile wrap. Existing materials will continue to be updated through the end of the year.

Challenges

- The increasing infection rates of the northern Colorado population due to the Delta variant of COVID caused the programming staff to reconsider in-house programming for the Fall. Adult and teen programming will resume with limited registration numbers. Children's programming, when it cannot take place outdoors, will remain virtual. The PAWS program, where children read to dogs will resume with dog owners and children wearing masks.

Personnel

- Interviews were held for the Children's Services Assistants, Adult Services Assistant and IT Assistant positions. Selections have been made and new employees will be starting in September.
- The monthly All Staff meeting was held on Friday, August 6, 2021. The topics covered were Summer Adventure Wrap-up, Conduct in the Library and Unattended Children Policy reviews, Facilities Plan Update, an update on COVID procedures and an update on Fall programming.
- The revised employee handbook was approved by the board and will be distributed to staff.

Board of Trustees Meeting Highlights - August, 2021

- Adoption of the revised Employee Handbook
 - Adoption of the revised Board by-laws
 - Strategic Plan Quarterly Report
 - Board Openings for Trustees for 2022
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- Our mobile services team worked a successful Severance Days event in early August. Along with the bookmobile, we set up a table with games and library information. We interacted with over 260 individuals and signed up lots of new library cards. We especially appreciated the library board stopping by to help us!
- To wrap up our last Imagine Stories Together series (family book club program) we welcomed author Lynne Kelly (*Song for a Whale*) and an ASL interpreter. The novel *Song for a Whale* features a deaf character trying to find the world's loneliest whale.
- The adult services team interviewed candidates for the open Adult Services Assistant position in August. Although things started off slow, we ended up with several impressive candidates to interview.
- Heather Montgomery and Casey Lansinger-Pierce interviewed candidates for the children services assistant positions in August. We were grateful to offer the positions to two excellent candidates.

Opportunities

- In August we started the exciting work of collaborating on a new bookmobile wrap. The wrap goes around the vehicle and helps us advertise the bookmobile and its collections/services. Katie Messerli accomplished the design of the wrap after working closely with the mobile services team on a shared vision. We are all proud and pleased with the final product.
- We started a new bookmobile stop at a 55 and over community located at Apex Drive and CR 17. We have seen great numbers so far and lots of enthusiasm for this new service.
- Our team staffed several back-to-school events during the month of August. These events are an excellent opportunity to sign people up for library cards and to disseminate information about the library's many services and resources.

Challenges

- Andrea Cleland and Kelly Hall, with the assistance of Katie Messerli, again initiated the Where in the World is Page program this summer. Unfortunately we saw a low turnout again and we therefore plan to end this program indefinitely.

- We offered an end-of-summer family dance party and movie night to celebrate SAP and the end of summer. We invited the local band Heart n' Soul and later featured the movie Ratatouille in the parking lot of the Windsor-Severance Library. Unfortunately we did not see the turnout we usually do at our end of the summer carnival. This may have been because it was a different event than families are used to (we chose to not execute the carnival this summer due to safety/COVID concerns) or because we did not advertise the event all summer long, like we have in the past. We will take this into consideration next year when planning our wrap-up event.
-

IT & Technical Services Update - IT & Technical Services Manager Bud Hunt

Highlights

- We submitted a request to the Emergency Connectivity Fund for a new WiFi solution for the Bookmobile that will give us the potential to turn the vehicle into a mobile hotspot for any patrons using the Bookmobile. We await a commitment for the funding, but have already begun preparations to implement this service.
- The IT team has been continuing to support our website redesign with the Communications team. We believe the new design will be a significant improvement and are excited to get to the finish line in October.
- Development of additional support for consistency in our internal processes was a focus on August, too, with development work continuing on our internal ticketing system and some processes and supports to assist in hiring and onboarding of new staff.
- We are excited to get back to full staffing levels with the hiring of a new IT Assistant in September.

Opportunities

- Having Sara Nesbitt, our new instructional technologist, onboard is allowing us to recommit to our Explore Kit collections. Sara is at work on a couple of new kits as well as an overhaul and inventory of existing offerings. She is also working through all of our electronic resources to ensure we are getting the most from those resources and preparing training resources for staff on these items.
- We are also revamping some internal file storage projects to organize and reconsider how we deliver shared files to our staff. These changes will support the growth of the district across multiple sites.

Challenges

- The IT team has been short-staffed throughout the month with minimal coverage in afternoons until library closing. Staff have been patient with slower than normal response times during these hours, and the IT Assistants have been doing their best to manage schedules to accommodate as much as possible. They've also taught the library how to run outdoor movies - which the Programming team hopes to make a regular event.
- We have been meeting with our primary book purchasing vendor to explore ways to minimize delays brought on as a result of supply chain issues in the publishing industry. Largely these

issues are beyond our control, but we are working with them to minimize impact and maximize awareness. Publishers are adjusting publication schedules more than in the past, and we suspect this will continue for some time to come.





- Item 3
-

Resource of the Month

e-Books and e-Audiobooks




<https://clearviewlibrary.org/downloads--streaming>

- **Libby by OverDrive** - e-Books, e-Audiobooks, Magazines
Explore tens of thousands of e-books and e-audiobooks for all ages. Download your titles for offline use or stream to save space. Access five items at a time.
- **Hoopla** - e-Books, e-Audiobooks
Read or listen to more than 950,000 e-books, e-audiobooks, comics, or graphic novels. Enable Hoopla Kids for safe browsing. Instantly borrow eight titles per month.
- **Tumblebooks** - e-Books
Discover animated and talking picture books complete with music / sound that can be read or narrated without limits. Teach kids the joy of reading in a format they'll love.
- All of our e-audiobook and e-book platforms can be accessed through your desktop internet browser or through their app. For details and/or tutorials for each platform, visit <https://clearviewlibrary.org/downloads--streaming>.

Patrons Served			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Library 9,886	0.16%	1.91%	
Bookmobile 705	9.13%	63.57%	
Outreach 661	716.05%	-8.19%	
Total Patrons 11,252	6.18%	3.69%	

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

Month ▾
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020
Jul 2020

Circulation			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Physical Circs 32,876	-3.29%	11.95%	
Digital Circs 8,371	-1.08%	-9.17%	
Database Usage 1,733	197.26%	40.10%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



Programs			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Program Attendees 1,042	-36.15%	No data	N/A
Total Programs 62	-4.62%	14.81%	
Waitlisted People 26	-68.67%	73.33%	
Waitlisted Programs 6	-68.42%	50.00%	

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

Month ▾
Aug 2021
Jul 2021
Jun 2021
May 2021
Apr 2021
Mar 2021
Feb 2021
Jan 2021
Dec 2020
Nov 2020
Oct 2020
Sep 2020
Aug 2020
Jul 2020

Cardholders			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Active Cardholders 4,431	-7.28%	120.45%	
New Cardholders 638	-41.63%	72.43%	

Website Stats			
Metric	Change From Last Month	Change From This Month Last Year	Sparklines (data since Jan 2019)
Pageviews 19,038	-6.75%	2.90%	

For more detailed information, please visit <https://clearviewlibrary.org/data>



Clearview Library District Treasurer's Report For

8/31/2021

Current Assets

Checking/Savings/Cash		7/31/2021	8/31/2021	Change +/-
1010 - Petty Cash	\$	149.05	\$ 149.05	\$ -
1015 - Cash on Hand	\$	433.30	\$ 433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	3,350,316.25	\$ 3,350,390.87	\$ 74.62
1034 - Colo Trust Gen Fund Res 8005	\$	1,000,193.31	\$ 1,000,215.61	\$ 22.30
1038 - Colo Trust Operating Fund 8003	\$	3,274,655.36	\$ 2,383,187.56	\$ (891,467.80)
1040 - Colo Trust Capital Fund-8001	\$	1,129,345.35	\$ 1,129,370.50	\$ 25.15
1053 - Bank of Colorado--Checking	\$	138,125.32	\$ 115,190.62	\$ (22,934.70)
Total Checking/Savings		8,893,217.94	\$ 7,978,937.51	\$ (914,280.43)
July 2021 Close	\$	8,893,217.94		
August 2021 Close	\$	7,978,937.51		
Month To Month Change	\$	(914,280.43)		

THINGS YOU SHOULD KNOW

GENERAL INFORMATION

Property Tax scheduled for 2021	\$	4,655,562.00
Payment recd year to date for Property Tax	\$	4,850,856.00
Percent Recd.		104.19%
2020 Delinquent Tax Due	\$	766,823.00
Payment of Delinquent Property Tax for 2020	\$	760,919.00
Interest on Delinquent Property Tax	\$	81,168.08

Clearview Library District

Revenue and Expenditures

Aug-21

Row Labels	Aug 21 Actual	2021 Actual	2021 Budget	% of Budget Used
Revenue				
General property tax	\$11,930	\$4,629,022	\$4,652,026	100%
Other revenue	\$1,564	\$881,451	\$47,407	1859%
Specific ownership tax	\$21,167	\$155,163	\$210,000	74%
Revenue Total	\$34,662	\$5,665,636	\$4,909,433	115%
Expense				
Bookmobile costs	\$3,284	\$6,970	\$25,400	27%
Building costs	\$6,424	\$53,351	\$108,500	49%
Capital outlays	\$715,192	\$744,666	\$304,000	245%
County treasurer's fee	\$187	\$82,328	\$69,780	118%
Electronic Databases	\$1,669	\$11,017	\$27,000	41%
Materials/periodicals	\$18,822	\$162,801	\$343,500	47%
Operating supplies	\$4,642	\$20,495	\$40,000	51%
Other Expenses	\$19,192	\$84,590	\$268,442	32%
Programming	\$3,398	\$22,461	\$58,000	39%
Public relations	\$240	\$9,289	\$67,915	14%
Related expenses	\$34,963	\$264,582	\$473,918	56%
Salaries	\$131,989	\$1,016,940	\$1,727,478	59%
Software/tech support	\$6,239	\$66,226	\$95,500	69%
Expense Total	\$946,241	\$2,545,716	\$3,609,433	71%
Net Income	-\$911,580	\$3,119,921	\$0	
Transfer to Reserve Funds		\$0	\$1,300,000	0.00%
Transfers Total		\$0	\$1,300,000	0%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty Cash	149.05
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,350,390.87
1034 · Colo Trust Gen Fund Res 8005	1,000,215.61
1038 · Colo Trust Operating Fund 8003	2,383,187.56
1040 · Colo Trust Capital Fund-8001	1,129,370.50
1053 · Bank of Colorado--Checking	115,190.62
Total Checking/Savings	7,978,937.51
Accounts Receivable	
1200 · Accounts Receivable	527.66
Total Accounts Receivable	527.66
Other Current Assets	
1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	45,306.02
Total Other Current Assets	4,902,456.13
Total Current Assets	12881921.30
Other Assets	
1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,166,664.27
1270 · Furniture and Equipment Asset	854,924.37
Total Other Assets	5,206,068.64
TOTAL ASSETS	18087989.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	53,803.36
Total Accounts Payable	53,803.36
Other Current Liabilities	
2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	112.17
2111 · Pera Payable (Library)	-104.86
2112 · Employee Health Insurance Pa...	1,300.65
2120 · Colorado W/H. Taxes Payable	-399.00
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01
Total Other Current Liabilities	4,840,429.79
Total Current Liabilities	4,894,233.15
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	6,038,354.43
Total Liabilities	10932587.58

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of August 31, 2021

09/20/21

	<u>Aug 31, 21</u>
Equity	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3900 · Retained Earnings	1,675,218.89
Net Income	3,109,400.47
Total Equity	<u>7,155,402.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>18087989.94</u></u>

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	149.05	149.05	0.00	0.0%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,350,390.87	1,563,503.06	1,786,887.81	114.3%
1034 · Colo Trust Gen Fund Res 8005	1,000,215.61	679,132.35	321,083.26	47.3%
1038 · Colo Trust Operating Fund 8003	2,383,187.56	3,051,629.90	-668,442.34	-21.9%
1040 · Colo Trust Capital Fund-8001	1,129,370.50	220,058.21	909,312.29	413.2%
1053 · Bank of Colorado--Checking	115,190.62	48,270.63	66,919.99	138.6%
Total Checking/Savings	7,978,937.51	5,563,176.50	2,415,761.01	43.4%
Accounts Receivable				
1200 · Accounts Receivable	527.66	0.00	527.66	100.0%
Total Accounts Receivable	527.66	0.00	527.66	100.0%
Other Current Assets				
1150 · Delinquent Property Tax	6,294.11	6,232.00	62.11	1.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	45,306.02	57,003.40	-11,697.38	-20.5%
Total Other Current Assets	4,902,456.13	4,914,091.40	-11,635.27	-0.2%
Total Current Assets	12881921.30	10477267.90	2,404,653.40	23.0%
Other Assets				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
Total Other Assets	5,206,068.64	5,206,068.64	0.00	0.0%
TOTAL ASSETS	18087989.94	15683336.54	2,404,653.40	15.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	53,803.36	39,273.29	14,530.07	37.0%
Total Accounts Payable	53,803.36	39,273.29	14,530.07	37.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	0.00	861.71	100.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	112.17	31.00	81.17	261.8%
2111 · Pera Payable (Library)	-104.86	0.00	-104.86	-100.0%
2112 · Employee Health Insurance Pa...	1,300.65	1,992.75	-692.10	-34.7%
2120 · Colorado W/H. Taxes Payable	-399.00	0.00	-399.00	-100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-9,407.00	-2,832.01	-30.1%
Total Other Current Liabilities	4,840,429.79	4,843,514.88	-3,085.09	-0.1%
Total Current Liabilities	4,894,233.15	4,882,788.17	11,444.98	0.2%
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	10932587.58	10921142.60	11,444.98	0.1%

CLEARVIEW LIBRARY DISTRICT
Balance Sheet Prev Year Comparison
As of August 31, 2021

	<u>Aug 31, 21</u>	<u>Aug 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
2860 · 2000 Fund Balance	2,289,503.00	2,289,503.00	0.00	0.0%
2862 · TABOR Requirement	81,280.00	81,280.00	0.00	0.0%
3900 · Retained Earnings	1,675,218.89	251,374.54	1,423,844.35	566.4%
Net Income	3,109,400.47	2,140,036.40	969,364.07	45.3%
Total Equity	<u>7,155,402.36</u>	<u>4,762,193.94</u>	<u>2,393,208.42</u>	<u>50.3%</u>
TOTAL LIABILITIES & EQUITY	<u>18087989.94</u>	<u>15683336.54</u>	<u>2,404,653.40</u>	<u>15.3%</u>

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ronald Dunworth, Secretary Brian Lampe, Board Member Ron Clark, Board Member/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Scott Charpentier, Weld RE-4 School District Liaison Lance Nichols, and Attorney William Garcia.

Absent:

Staff: Library Director Ann Kling, IT/Tech Services Manager Bud Hunt, Public Services Manager Casey Lansinger-Pierce, Mobile Services Supervisor Katie Northern, Library Instructional Technologist Sara Nesbitt, and Tech Services Assistant Natalie Wagner.

Review of Agenda

Director Kling announced that there will not be an Executive Session tonight.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Director Kling talked about the rebranding committee and the work that has been done over this past year with updating colors and the branding designs. The Bookmobile is ready for a new wrap with the new branding colors. The current wrap is over 10 years old. It is time to update. The Bookmobile wrap will be ready for the Harvest Festival parade!
 - Katie Northern announced that she and Katie Messerli have the current Bookmobile mockups for the new Bookmobile wrap. Katie Northern displayed the new look and shared the new motto - The Launching Point for Discovery (which is part of the library vision statement).
 - Weld County preliminary assessment figures are better than anticipated at roughly about 4.1 million dollars in property tax revenue.
 - Director Kling stated that she will be on vacation for 2 weeks and asked if there are any questions to contact Bud or Casey.
 - Director Kling announced that moving forward at every regular board meeting there will be a facilities update. Recently, Bud worked with Brian McAvoy of Tri-Tech Security Inc. to install a security system on the Ash Street building.
 - The building committee met yesterday and reviewed 4 proposals. They shortlisted 3 firms to be interviewed. Kendra added that the committee decided to go with only one firm to cover all 3 projects. Director Kling said the first step will be to remodel the Ash

Street building, then design both the remodel of the 3rd St. building and the new Severance branch. Director Kling said the Town of Severance held an Executive Session and the board is waiting for what was decided in regards to the IGA. The decision and paperwork is to be received by Attorney Garcia.

- Director Kling asked if there were questions at this time. Kendra asked about recruiting efforts for the open job positions. Director Kling said that it is getting better.
 - Casey added that Children Services have 2 new staff they are currently working with to onboard in addition to working on hiring an assistant for Adult Services.
- Monthly Statistics
 - Director Kling asked if there were questions at this time. Kendra stated that the stats are where she would expect them to be.
 - The board commented on the stats and new card patrons that includes new student cards and adult cards as well.

Personnel Report - Rochelle Brotsky, Vice President

Rochelle reported that there will be 2 new Children's Services Assistants offered positions and Adult Services is working on hiring a new Adult Services Assistant. Sara Nesbitt introduced herself as the new Library Instructional Technologist and explained her position. Rochelle added that a personnel committee meeting was held.

Treasurer's Report - Ronald Dunworth, Treasurer

Ronald reported on the cash position, the capital fund, and the building trust fund. Ronald added that next month a payment will be made towards the Ash Street property. Scott asked how much the final price was for the Ash Street property. Ronald replied that the total cost is \$750,000 for the Ash Street Building.

Ronald said excess revenue is due to collection of taxes from last year. Expenses to date are 44% of budget. Good job to Director Kling and her team.

Motion by Rochelle Brotsky, second by Ron Clark, to accept the Treasurer's Report as presented for July 2021; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported on a new board member named Joe Jackson, who is excited to be on the board. Recently, a Windsor couple downsizing their household donated a car to the Friends and Foundation. The Friends and Foundation will be at Harvest Fest. A recruitment email will be going out in September. There will be a new sign in the library foyer showcasing the Friends and Foundation. Kendra asked board members to become members of the Friends and Foundation.

Scott asked if the library board members are going to be in the parade. Director Kling said in the past board members have walked the parade and handed out candy. A golf cart will be used in the parade for Page the Pelican and their handler. There may be extra seats on the golf cart for others if needed.

Reports of the Liaisons

Town of Windsor: Scott Charpentier reported that Windsor is gearing up for Harvest Fest, DDA is working on downtown buildings (labeled as historical and updated), and working on water rights.

Ronald asked about the property that is on the bond for a future Windsor Middle School building. The Weld RE-4 school district will buy part of this property from the town of Windsor. Also, the Town of

Windsor will be putting in more open space and parks on that property.

Town of Severance: Frank Baszler reported that Severance Days was successful, gearing up for September election and Home Rule, ballots are arriving in the mail but are incorrect - new ballots will be coming soon.

Weld RE-4 School District: Lance Nichols reported working on the bond (no remodel of Windsor Middle School), purchasing property from the Town of Windsor nearby Windsor Public Works. The Windsor Middle School building may be sold, it's to be determined. The board is working on the mask situations (liabilities for masks or no masks). Going forward, masks will be determined by individual schools, thereby keeping masks optional dependent upon a school's COVID-19 situation. Scott asked about the split on the mask vote, Lance said it was a unanimous board vote.

Reports of Library Board Members

Kendra reported that she attended Severance Days and that it was an extremely smoky day so she was not able to stay long. Kendra said it was a fun event with the Bookmobile and the Plinko game that was set up. Ron Clark said that he attended too and Casey was working very hard. Casey said they issued a lot of library cards that day. Casey thanked the board for being there and to Ronald for bringing and handing out over 100 bottles of water.

Old Business

- Approve Minutes of the July 29, 2021 Regular Board Meeting
 - Minutes were approved.
 - Motion by Ron Clark, second by Rochelle Brotsky, to approve minutes of the July 29, 2021 Regular Board Meeting; motion passed unanimously.
- Second Reading of the Revised Bylaws of the Board - Ann Kling, Library Director
 - Director Kling asked if there were any questions or amendments to the proposed changes.
 - Scott asked about operating with 5 Trustees with 1 alternate (at one time it was 7 Trustees) the board also has the 3 liaisons (2 towns and the school district). There is no liaison from the Town of Greeley. Scott asked about Kelly Hall (Clearview Library District Business Librarian) being asked to be a new liaison to the Town of Windsor Chamber of Commerce. Casey said it is just an informational position. There was discussion about this position and Attorney Garcia further addressed the question.
 - Attorney Garcia suggested town council be edited to City Council of Greeley 1.1.3 under Article 2 amendment.
 - Ron Clark moved and Rochelle Brotsky seconded to accept the Revision to 1.1.3; motion passed unanimously.
 - Motion by Rochelle Brotsky, second by Ron Clark, to accept the Revised Bylaws of the second reading as stated; motion passed unanimously.

New Business

- Item 1 - Audit Committee Report to the Board - Ronald Dunworth, Treasurer
 - Ronald noted that it went very well this year. The report was accepted and all parties were happy with the results.

- Motion by Ron Clark, second by Rochelle Brotsky, to approve the Audit Report; motion passed unanimously.
- Ronald shared information about PERA and how it affects the library.
- Item 2 - Board Openings for 2022 - Ann Kling, Library Director
 - Director Kling announced that Brian Lampe will not be seeking a second term. Rochelle Brotsky and Ron Clark will be seeking a second term. Director Kling has asked the Towns of Windsor, Severance, Greeley, and the Weld RE-4 School District to have a member serve on the interview committee. Open Positions will be posted and advertised. This information can also be found on the library website:
<https://clearviewlibrary.org/open-positions-on-board-of-trustees>
- Item 3 - Strategic Plan Quarterly Report - Ann Kling, Library Director
 - Director Kling reported on the updates that were provided in the board packet. Director Kling asked if there were any questions. Director Kling talked about how well things are going with “communications”, fall programming, updates on visiting schools, virtual programming, and the PAWS program. “Space” is continually being worked on with the current building, the Ash Street building, and the future Severance building.
- Item 4 - Revised Employee Handbook- Ann Kling, Library Director
 - Director Kling said there was a Personnel Committee meeting and at this meeting the possibility of uniforms was discussed. Staff will not be asked to wear uniform shirts. Staff are required to wear name badges. Ann stated that Frank proposed a change that needs to be made/updated on page 5.
 - Motion by Rochelle Brotsky, second by Ronald Dunworth, to accept the Revised Employee Handbook as presented with the revision on page 5 as stated by Director Kling; motion passed unanimously.
- Item 5 - State Grant - Ann Kling, Library Director
 - Director Kling said it’s a grant that is approximately \$8,000 and is used mainly for children’s materials and databases. This grant requires board approval and signature.
 - Motion by Ron Clark, second by Rochelle Brotsky, to accept the State Grant; motion passed unanimously.

Upcoming Agenda

Budget and Staffing Assumption for 2022

Evaluation Process for the Director

Presentation of Different Health Insurance Options for staff

Attendees of the Colorado Association of Libraries (CAL) will give reports on what they attended.

Adjourn

Motion by Ron Clark, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 6:47 pm.



Board of Trustees Regular Meeting

August 26, 2021 • 5:30 p.m.

<https://clearviewlibrary.org/library-board>

Upcoming Meetings

- Board of Trustees Regular Meeting, 5:30 p.m., Thursday, September 30, 2021 – Hybrid (Hybrid, via 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

From: Ann Kling, Director

Date: Sept. 30, 2021

Re: Hiring an Architectural Design Firm

Item 1: New Business

Background / Discussion

The library district, through its Owner's Representative, Dan Spysktra of Wember, Inc. released an RFP in August 2021 for an architectural design firm to complete 3 building projects for the district as outlined in the 2021 Facilities Plan. Four firms submitted proposals. Three of the firms were shortlisted for interviews which were held on the afternoon of Sept. 15.

Relationship to Strategic Plan

Space

Budget Considerations

The fees will be covered by the library district's reserve funds and a lease from a yet to be determined financial institution.

Recommendation(s)

The Design Advisory Group consisting of Board President, Kendra Adams, Board Treasurer, Ron Dunworth, Library Director, Ann Kling, IT/Technical Services Manager, Bud Hunt and Public Services Manager, Casey Lansinger-Pierce recommend the hiring of Ratio Design as the architectural design firm to work on 3 projects: a branch in Severance, the renovation of the library on 3rd St. and the renovation of a central services hub on Ash St. in Windsor. The committee believes that Ratio Design is well suited to meet the needs of our community and the project.



Memorandum

To: Library Board
From: Ann Kling, Director

Date: July 29, 2021
Re: Procurement Policy
Item 2: New Business

Background / Discussion

The Board regularly reviews policies and amends when needed. The previous Procurement Policy was adopted in 2018.

Recommendation(s)

The Director and the Treasurer, Ron Dunworth, recommend adoption of the Procurement Policy.

Attachments

Procurement Policy

Clearview Library District Procurement Policy(Draft)

Purchasing Policy

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Clearview Library District. The intent of this policy is to maximize the use of the district's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the district's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for purchasing staff to function effectively in the public's interest. It is the goal of the Clearview Library District to extend honest, courteous, and impartial treatment to all vendors.

Responsibilities

The Clearview Library District uses centralized purchasing to ensure competitive buying, sound vendor relationships, and adherence to the purchasing policies adopted by the Board of Trustees. In general, purchasing responsibilities are as follows: The Board of Trustees is responsible for the approval and/or revision of this policy. The director has the delegated authority to approve or disapprove purchases according to the guidelines stated herein, and to create procedures for efficient execution of this policy. The director or designee is responsible for obtaining bids and quotations, developing vendor information, handling all procedural purchasing functions within a comprehensive centralized purchasing format, and maintaining an inventory of all fixed assets.

Purchase Process

All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart. Purchases cannot be split in order to avoid the approval process. Bulk items (i.e., 50 chairs) should be applied to the chart below using the total cost.

Purchase Limits	Documentation Required	Approval Level
\$0.01-\$50.00	Petty cash request, Manager credit card purchase. Quotes not required.	Manager
\$50.01- \$1,000.00	Manager credit card purchase. Quotes not required.	Manager
\$1,000.01 - \$15,000	Three quotes, if available.	Manager and Director
\$15,000.01- \$30,000	Three quotes.	Manager and Director
\$30,000.01 - \$100,000	Published RFP.	Library Board
\$100,000.01+	Published RFP. Formal Sealed bid.	Library Board

Quotes not required \$1000.01 - \$15,000

- Clearview Library District staff can use written, catalog, or telephone quotations.

Quotes \$15,000.01- \$30,000

- Clearview Library District staff can invite quotes from persons, firms, or corporations.
- Quotes will be in writing on company letterhead.
- Clearview Library District will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. Clearview Library District reserves the right to reject any quote and to accept the proposal that is in its best interest.

Requests for Proposals (RFPs) \$30,000.01 - \$100,000

- Clearview Library District staff can invite RFPs from persons, firms, or corporations.
- An RFP will be published on Clearview Library District’s website, and one time in a newspaper of general circulation within the district’s boundaries for all contracts for services or materials or both of \$30,000.01 - \$100,000.
- Clearview Library District will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. Clearview Library District reserves the right to reject any proposal and to accept the proposal that is in its best interest.

Competitive Bidding \$100,000.01+

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to Clearview Library District's business and that all purchasing actions are conducted fairly and impartially.

- Major operational items, including capital items and construction projects expected to cost \$100,000.01 or more each, shall be purchased via a competitive bidding process.
- The library director, or delegated representative, may request bids/RFPs from persons, firms, or corporations.
- An invitation to bid/RFP shall be published one time in a newspaper of general circulation within the district boundaries for all contracts for services or materials or both of at least \$100,000.01
- All bids shall be sealed and opened in the presence of witnesses.
- Clearview Library District will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. Clearview Library District reserves the right to reject any proposal and to accept the proposal that is in its best interest. All formal proposals will be a matter of public record.
- The library director may repeatedly reject all bids and again may submit to the same or other persons, firms, or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.

The library director or designee shall analyze the acceptable bids received, and recommend the vendor who has submitted the bid that is in the best interests of the library district to the Board. Final decision to purchase shall be made based on the approval level in the Purchase Process chart. The Board reserves the right to reject any or all bids, and to waive any technicalities or formalities.

When Competitive Bidding is not Required

- Library materials (e.g., books, periodicals, audiovisual materials, e-materials), printing services, computing and networking, etc., may be sourced by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the Clearview Library District's best interests. Purchase may then be made on the basis of prices established by negotiation.
- Clearview Library District is eligible to purchase commodities under existing contracts negotiated by federal, state, local and cooperative systems such as the Colorado Library Consortium (CLIC).
- Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.

- Where proposed equipment and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.
- Clearview Library District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of Clearview Library District to do so.

Local Vendor Preference

It is the preference of Clearview Library District to solicit vendors located in Northern Colorado. Local vendors may be given a five percent price allowance in order to encourage local purchasing. When selecting a local vendor over an out-of-area vendor, all other factors used to determine best value must be equal.

Construction Projects and Professional Services

Agreements for construction or professional services, including but not limited to architectural, engineering, legal, and consulting services, will be negotiated based on demonstrated competence, qualifications, and fees not to exceed market rates. Agreements for construction services will also comply with the Colorado Revised Statutes 24-91-101 et seq. And C.R.S. 38-26-101 et seq., as applicable.

Emergency Purchases

In the event of an unforeseen emergency that necessitates purchases be made immediately, portions of this policy can be waived with approval by the library director as long as the policy is adhered to as closely as conditions permit. The library director or their appropriate appointed designee will notify the Board within 24-hours when any such emergency purchase is necessary.

Code of Ethics

No Clearview Library District employee, member of the employee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the employee or a member of the employee's family will be allowed to sell goods or services to Clearview Library District without the prior written consent of the library director. Any proposed transaction exceeding a cumulative total of \$10,000 per fiscal year shall be disclosed to the Library Board Treasurer and President immediately.

No member of the Board, member of the trustee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the trustee or a member of the trustee's family will be allowed to sell goods or services to Clearview Library District without the prior approval of the Board.

No Clearview Library District employee or trustee may accept a fee, gift, other valuable item, or service for personal use from any person or organization when such fee, gift, valuable item, or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with Clearview Library District.



Memorandum

To: Library Board

From: Ann Kling, Director

Date: Sept. 30, 2021

Re: 2022 Budget and Staffing Assumptions

Item 3: New Business

Background / Discussion

The director traditionally presents a high-level overview of changes that will have an impact on budget and staffing for the next year at the September meeting of the Board. The 2022 Budget and Budget message will be submitted to the Library Board by Oct. 15. The first reading of the 2022 budget will be held at the Oct. 28 meeting of the board.

Attachments

Budget and Staffing Assumptions, 2022

Clearview Library District Budget and Staffing Assumptions – 2022

ANTICIPATED REVENUE

- Preliminary tax revenue for 2022 is based on \$1,168,940,843 assessed valuation estimated by the Weld County Assessor's Office and received on Aug. 25, 2021. The assessed valuation provides \$4,158,506 in tax revenue. The final numbers from the Assessor's Office will be received at the end of November.
- This amount is \$493,520 less than the 2021 anticipated revenue of \$4,652,026.

ANTICIPATED EXPENSES

Changes from 2021

- **Severance Lease payment** – Estimated \$418,279 annually for a 20-year term beginning once financing is secured (TBD).
 - *Note: In the 2021 Facilities Plan projections, this amount was estimated at \$327,954 for a 30-year term.*
- **Additional Facility** - The anticipated occupancy date for the Ash Street central services facility is July 1, 2022. At that time, the district will incur operational facility costs, including utilities, supplies, cleaning costs, maintenance, etc. – Estimated \$59,520 for six months.
 - *Note: In the 2021 Facilities Plan projections, this amount was estimated at \$119,040 per year.*
- **Courier Vehicle** – A vehicle will be purchased to transport materials, equipment, and supplies from the central services building to the branch(es). This purchase will result in additional fuel and maintenance expenses. – Estimated \$55,000 for the one time purchase of a vehicle and \$4,000 annually for fuel. The cost of the driver is listed below.
- **Staffing** – In 2019, the library district engaged The Segal Group, Inc. to conduct [a competitive compensation and organizational study for the district](#). To adequately provide administrative infrastructure and span of controls for our *current* organizational needs, the study recommended five new positions and two repurposed positions. With the exception of the Communications Specialist,

these positions remained unfilled in 2020 and 2021 due to cut-backs in operations and services as a result of COVID-19.

The positions recommended by The Segal Group, Inc. are more critical now than ever, as we emerge from the pandemic fully operational, as well as begin to implement the [2021 Facilities Plan](#). Over the course of the next three years, our district will transform from a one-building organization, to a two-branch system supported by a central services hub with more facility growth to come.

As we expand our physical capacity, it is imperative that we invest in our human infrastructure, as well. To continue to provide outstanding service to our community and maintain efficient and effective operations, as good stewards of taxpayers' dollars, we must strategically begin this investment now.

Staff recommends the following positions to be included in the 2022 budget proposal:

- **Office Manager**
 - Scope: Oversees the facility / maintenance needs of three buildings. Provides centralized support on procurement needs; record keeping, including the official Board record; and human resources support for 44 employees (Oct. 2021 count).
 - Timeline: Q1 2022
 - *Note: This position was included in the 2021 budget and 2021 Facilities Plan projections.*

- **Children's Services Librarian II**
 - Scope: Provides an additional span of control within the growing Public Services team. Oversees the daily operations of early literacy and teens, while working with the manager on higher level strategic goals and directions. Serves as the main liaison to the Weld RE-4 School District. The relationship with the school district continues to grow and, during a typical school year, library staff are in schools Monday through Friday. From 2018-2019, school visits increased 28 percent. It's anticipated that these visits will return to normal and will continue to grow post-COVID-19.
 - Timeline: Q1 2022
 - *Note: This position was included in the 2021 budget and 2021 Facilities Plan projections.*

- **Technical Services Supervisor**
 - Scope: Oversees the Technical Services team, which is responsible for materials processing, database maintenance, and catalog system management. Continued growth of our collection (17 percent physical item growth from 2015-2020) and addition of new online services, as well as more sophisticated interactions of our cataloging software and other services, requires more detail and attention paid to our technical services team. In the immediate future, this position will have day-to-day responsibility for developing and overseeing the implementation of the collections processing and management system between multiple locations of service.
 - Timeline: Q2 / Q3 2022

- **Courier Driver - Part-time**
 - Scope: Transports materials and equipment from the central services building to the branch(es). May also serve in a minor technical services role, managing items as they enter/leave a building.
 - Timeline: Q3 2022
 - *Note: This position was included in the 2021 Facilities Plan projections.*

- **Digital Communications Coordinator - Part-Time**
 - Scope: Provides communications support — written and visual needs — for the organization. Addition of the position allows for the retooling of the current Communications Specialist role to include the marketing and development needs of the Friends & Foundation.
 - Timeline: Q2 2022

- **Customer Service Lead - Part-time**
 - Scope: Provides additional leadership on the Customer Service team, primarily on nights and weekends, acting as the Most Responsible Person on Duty for escalated customer service needs.
 - Timeline: Q4 2021 / Q1 2022



Memorandum

To: Library Board

Via: Ann Kling, Director

From: Casey Lansinger-Pierce, Public Services Manager and Bud Hunt, IT/Technical Services Manager

Date: Sept. 30, 2021

Re: Colorado Assn. of Libraries Annual Conference

Item 4: New Business

Background / Discussion

Several Clearview Library District staff attended the Colorado Association of Libraries Conference, held this year in Westminster, Colorado from September XX to XX. The conference was held in a combination of in person and virtual presentations, with all keynotes and virtual sessions made available as recordings for attendees to view after the fact. Some threads that staff explored during the conference include:

- Explorations of current issues related to patron privacy and security of data
- Ways of communicating and thinking about subtle bias in interactions with staff and patrons
- The role of libraries and librarians in the access to information
- What “neutrality” in viewpoint means in librarianship
- How to improve use of digital resources for staff and patron learning
- Collaborative leadership and how this concept can be applied to community partnerships.
- Growing and training non-degreeed library staff

Staff in attendance found the sessions useful to their work, and have shared resources and ideas with other staff who were unable to attend. Bud Hunt and Casey Lansinger-Pierce will be available at the board of trustees meeting to answer any questions trustees may have regarding the conference.

Relationship to Mission and Vision

Staff attended sessions relating to several library vision areas. In addition, Children’s Librarian Andrea Cleland and Technical Services Assistant Aimee Moore presented sessions at the conference relating to their work on library initiatives.

Budget Considerations

Expenses for Meetings and Conferences are included in the annual budget.



Memorandum

To: Library Board

From: Ann Kling, Director

Date: Sept. 30, 2021

Re: Terms for 2022 Trustee Openings

Item 5: New Business

Background / Discussion

The By-laws of the Clearview Library District Board of Trustees require that terms for board members be approved by a resolution of the Board prior to announcements of board openings being posted in the newspapers and on the library district website. The Board held a regular meeting on Thursday, August 26, 2021; the terms were discussed but the resolution was overlooked. In order to hold candidate interviews in early October, announcements of the trustee vacancies needed to be posted during the month of September. On August 31, The Board voted via email to approve the resolution. Four board members responded in the affirmative to pass the resolution which set one term for 2 years and two terms for 3 years. One trustee did not respond to the email.



Memorandum

To: Library Board

From: Ann Kling, Director

Date: Sept. 30, 2021

Re: Evaluation Process for the Director

Item 6: New Business

Background / Discussion

One of the primary responsibilities for the Library Board is to hire and evaluate the library director. The director's annual evaluation occurs at the end of the year. A member of the Board, usually the Vice-President, is responsible for seeking feedback from other Board members and the staff on the director's performance throughout the year. The feedback is then compiled and presented to the director in December.