

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

Director's Report - Ann Kling, Director

- Communication
 - What's Happening at Clearview Library District - Communications Specialist, Chrissie Henschler
- Monthly Statistics

Personnel Report - Rochelle Brotsky

Treasurer's Report - Ron Dunworth

Friends & Foundation Report - Rochelle Brotsky

Reports of the Liaisons

Reports of the Board Members

Old Business

- Approve Minutes of the June 30, 2022 Meeting] (Action)
- By-laws, Update- Director Kling, Attorney Garcia (Information)
- Facilities Plan Updates - Director Kling (Information)
- Policy Committee Update - Trustee Balderrama (Information)
- Cash Management Policy/Procedure - Director Kling (Potential Action)
- Program Policy -Director Kling, Public Services Manager, Casey Lansinger-Pierce (Potential Action)

New Business

- Photography, Videography, and Recording Policy - Director Kling (Potential Action)
- Impact Report - Director Kling, Communications Specialist, Christine Henschler (Information)
- Director's Goals, Quarterly Update - Director Kling (Information)
- Strategic Planning Committee, 2023-2025, Library Board participation - Director Kling (Information)
- Board Opening for 2023- Director Kling (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.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, August 25, 2022, 5:30 p.m. – Windsor Severance Library

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

DIRECTOR'S REPORT - June 2022

Districtwide Update - Director Ann Kling

Highlights

- On Thursday, June 16, the library district was notified that it had received a Department of Local Affairs Energy Impact Grant in the amount of \$500,000. The funds are to be used for the library that will be located in Severance. With building costs escalating rapidly, the grant will stretch library district dollars.
- The Summer Adventure Program is off to a great start. The kick-off event, the Water Festival, which had to be delayed a week due to the cold weather predicted for June 1, was held in the library parking lot on Wednesday, June 8, a sunny warm day. Over 450 people enjoyed various water-themed activities, including bubble fun, walking the plank, a boat regatta, mocktails, and more. Each year the Public Services Staff surveys the summer program participants and uses the feedback to improve the program. This year the staff have made the registration process very simple. The Bingo Cards used to track adventures are also easy to use. See Casey Lansinger-Pierce's report for more information on the Summer Adventure Program.
- The library district was notified that its E-rate funding for both Ash St. and the Third St. library had been approved.
- The Friends and Foundation held a garage sale on Friday and Saturday, June 17 and 18. Over \$1000 was raised, which will be used to support the library district.

Opportunities

- The first meeting of the newly formed ad hoc Policy Committee, chaired by Library Board Secretary, Jeromey, was held on June 16 with Board Member Alternate Frank Baszler and Director Kling in attendance.
- Orientation for Weld RE 4 liaison Aaron Smith was held on Thursday, June 2. Board President Adams and Director Kling reviewed library district finances, facilities planning, and other topics with Aaron.

Challenges

- The turnover of employees continues as staff move on to other full-time positions or move into promotional opportunities at our district. This means we are always hiring and training

new employees, which does take a significant amount of time for Erin Mitchell, Financial and Human Resources Specialist.

- Finding available meeting rooms to hold staff meetings is becoming increasingly difficult. With more patrons booking our small staff room and more programs occurring in the large meeting room, space is at a premium.

Personnel

- All Staff Meeting. The staff took a meeting break in June. The next all staff meeting is scheduled for July 8.
- Laura Puls was hired as a Customer Service Specialist. Two other hires resigned after one week due to personal reasons. Tyler Mooney was hired as an IT Assistant and Becca Sharp as a Children's Assistant.
- The district has current openings for full-time Customer Service Specialists, a Part-time Mobile Services Assistant, and a Full-Time Technical Services Supervisor (advertised nationally).
- Joyce Johnson, a long-time member of the Friends and Foundation, retired as a Friends and Foundation Board member.

Board of Trustees Meeting Highlights - Month Year

- The holiday Schedule for 2023 was approved
 - The Credit Card Policy/Procedure was approved.
 - The Director's Contract was approved.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- As of the writing of this report, we have signed up 1900 individuals for our Summer Adventure Program. This far surpasses sign-ups in previous years. Participants seem to enjoy our new BINGO format and challenges. We will send a survey after the program is completed to seek feedback.
- Our Summer Adventure Program kick-off - which had to be delayed by one week due to weather - was a huge success. We saw approximately 450 people for a 3-hour water festival. We featured several different water stations, including a visit from the Denver

Aquarium. We used the event as an opportunity to sign hundreds of people up for the Summer Adventure Program.

- We partnered with Windsor Parks and Recreation to offer the annual Windsor Grind event at Eastman Park skate park. This long-running event and partnership features a skateboard and scooter competition for tweens and teens. Overall we saw 76 individuals in attendance. We love working with the Town of Windsor on this exciting event, and we're already looking forward to next year.

Opportunities

- Diana Hyland and Becca Sharp both started as Children's Services Assistants in June and are off to a fabulous start. Both individuals have strong backgrounds in providing library services to children. They will oversee select children's programs and storytimes. We are excited to have them on our team.
- We have resumed our annual visits to the Town of Windsor Farmers Market over the summer. During these outreach visits, we inform the public about the library and all we have to offer.

Challenges

- Mobile Services Assistant Chelsea Ellingson resigned in June to spend more time with family. This leaves us short-staffed again, but Chelsea has offered to stay on as an occasional substitute which is an excellent resource for our team to have. We currently have openings/are hiring for a Mobile Services Assistant and an Adult Services Assistant.
- As we continue to plan for the remodel of the Windsor-Severance Library, we have charged our collection development librarians with assessing the collections they are in charge of and weeding -- or deaccessioning -- material that doesn't circulate or is in poor condition and needs to be re-ordered. This is a large undertaking and will require the use of volunteers to get the work done.

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

Highlights

- Interviews for the IT Assistant were completed with a great round of candidates. Tyler Mooney accepted our last open IT Assistant position. He comes to Clearview with A BS in Computer Science and a minor in Space from CU-Boulder. For the first time in a few months, we will have consistent coverage for IT Assistants in the library at nearly all open hours.



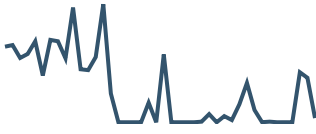

- We have upgraded our Bookmobile equipment with new Chromebooks, receipt printers, and Verizon wireless network access. Bookmobile staff are excited about their new and better functioning equipment.
- Mobile print software was purchased as an add-on to the current patron printing software. This will allow patrons to print from phones, tablets, or laptops without downloading or installing any software on their devices. It will integrate seamlessly with our current software.

Opportunities

- Our patron computers are aging and will need to be replaced before the renovation. The original plan was to have new computers for the renovation, but we will likely not wait long to replace the public internet and PAC computers. We are planning to replace them early this fall.
- Staff will be required to change their Google and Windows passwords every 180 days starting on July 11. Complex passwords will be required.
- With Sara Nesbitt out on medical leave, IT assistants are starting to plan training on technology and IT tools. IT will start with staff training but is also looking at some resources and blog posts for patrons as well.
- IT equipment at Clearview Library District has not been on a consistent replacement cycle in the past. IT staff are currently taking a detailed inventory of current equipment with plans to replace or rethink the equipment that is currently owned.




Challenges

- We have not received many qualified candidates for our Technical Services Supervisor position. We are looking for better ways to advertise the position, including social media, library journals, and other library organizations.
- Our network equipment order has been back-ordered, and our firewall is not scheduled to be delivered before Ash St. opens. We are looking at a firewall rental or other opportunities.

Patrons Served			
Counts for Jun 2022	% Change From May 2022	% Change From Jun 2021	Sparklines (data since Jan 2019)
Library 12,823	32.54%	31.76%	
Bookmobile 1,262	42.44%	17.72%	
Outreach 154	-90.59%	-31.86%	
Total Patrons 14,239	16.73%	29.09%	

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

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

Circulation			
Counts for Jun 2022	% Change From May 2022	% Change From Jun 2021	Sparklines (data since Jan 2019)
Physical Circs 36,237	17.59%	4.76%	
Digital Circs 8,202	2.03%	-4.13%	
Database Usage 591	-47.09%	71.30%	

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



Programs			
Counts for Jun 2022	% Change From May 2022	% Change From Jun 2021	Sparklines (data since Jan 2019)
Program Attendees 2,026	54.66%	56.21%	N/A
Total Programs 74	21.31%	15.63%	
Waitlisted People 148	146.67%	76.19%	
Waitlisted Programs 26	100.00%	44.44%	

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

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

Cardholders			
Counts for Jun 2022	% Change From May 2022	% Change From Jun 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,708	3.63%	8.16%	
New Cardholders 287	49.48%	-3.04%	

Website Stats			
Counts for Jun 2022	% Change From May 2022	% Change From Jun 2021	Sparklines (data since Jan 2019)
Pageviews 20,038	27.22%	-2.08%	

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



June 2022 Usage Stats

Highlights:

- Patrons served and physical circulation both saw significant increases from May. This is likely attributable to the Summer Adventure Program, which usually brings in more patrons.
- With more in-person programming, especially programs related to the Summer Adventure Program, programs and program attendance also increased significantly from May.
- Aside from database usage, which is usually lower in the summer, most other metrics remained level in comparison to the previous month.

About the Dashboards:

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

About the Metrics:

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

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

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

07/20/22

Accrual Basis

	Jun 30, 22	Jun 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Petty Cash	140.65	149.05	-8.40	-5.6%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,371,794.50	3,350,223.33	21,571.17	0.6%
1034 · Colo Trust Gen Fund Res 8005	1,002,665.90	1,000,165.57	2,500.33	0.3%
1038 · Colo Trust Operating Fund 8003	3,981,797.71	4,333,338.64	-351,540.93	-8.1%
1040 · Colo Trust Capital Fund-8001	1,132,137.27	220,256.64	911,880.63	414.0%
1053 · Bank of Colorado--Checking	121,026.01	121,504.52	-478.51	-0.4%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
Total Checking/Savings	14,775,289.52	9,026,071.05	5,749,218.47	63.7%
Accounts Receivable				
1200 · Accounts Receivable	527.66	527.66	0.00	0.0%
Total Accounts Receivable	527.66	527.66	0.00	0.0%
Other Current Assets				
1150 · Delinquent Property Tax	6,294.11	6,294.11	0.00	0.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	35,751.01	53,306.66	-17,555.65	-32.9%
Total Other Current Assets	4,892,901.12	4,910,456.77	-17,555.65	-0.4%
Total Current Assets	19,668,718.30	13,937,055.48	5,731,662.82	41.1%
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	<u>24,874,786.94</u>	<u>19,143,124.12</u>	<u>5,731,662.82</u>	<u>29.9%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · *Accounts Payable	78,723.31	24,866.63	53,856.68	216.6%
Total Accounts Payable	78,723.31	24,866.63	53,856.68	216.6%
Credit Cards				
Pinnacle Bank - Ann 9399	0.00	1,467.17	-1,467.17	-100.0%
Pinnacle Bank - Beth	0.00	1,309.43	-1,309.43	-100.0%
Pinnacle Bank - Casey 2011	0.00	872.57	-872.57	-100.0%
Total Credit Cards	0.00	3,649.17	-3,649.17	-100.0%
Other Current Liabilities				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	214.65	96.67	117.98	122.0%
2111 · Pera Payable (Library)	-459.20	-67.68	-391.52	-578.5%
2112 · Employee Health Insurance Payab	1,487.15	1,425.33	61.82	4.3%
2120 · Colorado W/H. Taxes Payable	-399.08	-399.00	-0.08	0.0%
2130 · Medicare W/H Payable	0.10	0.00	0.10	100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-12,239.01	0.00	0.0%
Total Other Current Liabilities	4,840,364.45	4,840,576.15	-211.70	0.0%
Total Current Liabilities	4,919,087.76	4,869,091.95	49,995.81	1.0%

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

	<u>Jun 30, 22</u>	<u>Jun 30, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Long Term Liabilities				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
Total Long Term Liabilities	6,038,354.43	6,038,354.43	0.00	0.0%
Total Liabilities	10,957,442.19	10,907,446.38	49,995.81	0.5%
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	3,887,992.09	1,675,218.89	2,212,773.20	132.1%
Net Income	7,658,569.66	4,189,675.85	3,468,893.81	82.8%
Total Equity	13,917,344.75	8,235,677.74	5,681,667.01	69.0%
TOTAL LIABILITIES & EQUITY	<u>24,874,786.94</u>	<u>19,143,124.12</u>	<u>5,731,662.82</u>	<u>29.9%</u>

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of June 30, 2022

Jun 30, 22

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,371,794.50
1034 · Colo Trust Gen Fund Res 8005	1,002,665.90
1038 · Colo Trust Operating Fund 8003	3,981,797.71
1040 · Colo Trust Capital Fund-8001	1,132,137.27
1053 · Bank of Colorado--Checking	121,026.01
1054 · Bank of San Juans, Glacier FB	5,165,294.18

Total Checking/Savings	14,775,289.52
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Accounts Receivable

1200 · Accounts Receivable	527.66
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Total Accounts Receivable	527.66
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Other Current Assets

1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	35,751.01

Total Other Current Assets	4,892,901.12
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Total Current Assets	19,668,718.30
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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
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TOTAL ASSETS	24,874,786.94
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	78,723.31
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Total Accounts Payable	78,723.31
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Other Current Liabilities

2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	214.65
2111 · Pera Payable (Library)	-459.20
2112 · Employee Health Insurance Payab	1,487.15
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	0.10
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01

Total Other Current Liabilities	4,840,364.45
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CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of June 30, 2022

Jun 30, 22

Total Current Liabilities	<u>4,919,087.76</u>
Long Term Liabilities	
2850 · Invest. in Gen. Fixed Assets	<u>6,038,354.43</u>
Total Long Term Liabilities	<u>6,038,354.43</u>
Total Liabilities	10,957,442.19
Equity	
2860 · 2000 Fund Balance	2,289,503.00
2862 · TABOR Requirement	81,280.00
3900 · Retained Earnings	3,887,992.09
Net Income	<u>7,658,569.66</u>
Total Equity	<u>13,917,344.75</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,874,786.94</u></u>

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through June 2022

	<u>Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
3110 · General Property Tax	923,284.34	4,155,604.00	-114,646.88	97.24%
3120 · Specific Ownership	18,620.76	210,000.00	-91,032.71	56.65%
3121 · Senior/Veteran's Tax	0.00			
3130 · Abatement	2,863.79			
3140 · Abatement Interest	1.05			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	358.58			
3335 · State Library Grant	0.00	9,914.00	-9,914.00	0.0%
3522 · Book Replacement	912.10	6,000.00	-1,903.70	68.27%
3600 · Miscellaneous Revenue	0.00	3,500.00	-2,999.06	14.31%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	10,597.75	3,500.00	17,559.36	601.7%
3611 · COP / Lease	0.00	5,686,076.00	73,924.00	101.3%
Total Income	<u>956,638.37</u>	<u>12,718,521.00</u>	<u>-2,729,767.68</u>	<u>78.54%</u>
Gross Profit	956,638.37	12,718,521.00	-2,729,767.68	78.54%
Expense				
4050 · Operating Supplies	2,123.31	50,000.00	-36,312.40	27.38%
4053 · Overdue Collection Agency Chrg	58.25	350.00	-73.25	79.07%
4054 · Credit Card Processing Fees	151.92	2,500.00	-774.30	69.03%
4055 · Bank Charges	20.00	525.00	-297.50	43.33%
4056 · Payroll Service	194.42	3,200.00	-1,616.97	49.47%
4057 · Administration Wages				
4047.1 · Director Salary	11,807.72	140,824.00	-94,640.53	32.8%
4057 · Administration Wages - Other	17,261.12	337,459.00	-224,315.64	33.53%
Total 4057 · Administration Wages	<u>29,068.84</u>	<u>478,283.00</u>	<u>-318,956.17</u>	<u>33.31%</u>
4058 · Administration Pera/Payroll Tax	4,557.33	73,867.00	-48,901.17	33.8%
4059 · Workers Comp	0.00	9,019.00	-4,199.00	53.44%
4060 · Administration SDI	19.29	2,207.00	-2,091.26	5.24%
4061 · Administration Health Insurance	1,569.76	48,287.00	-40,002.29	17.16%
4080 · Staff Development	290.10	2,000.00	-1,518.46	24.08%
4100 · Auditing	0.00	10,000.00	-10,000.00	0.0%

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

	<u>Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4102 · Consultants	0.00	48,000.00	-48,000.00	0.0%
4120 · Wellness Benefit	120.00	5,400.00	-4,835.00	10.46%
4129 · Meetings-Employees	0.00	4,500.00	-4,225.98	6.09%
4130 · Conferences / Workshops	0.00	4,500.00	464.13	110.31%
4131 · Mileage	200.98	7,000.00	-6,026.73	13.9%
4132 · Meetings (non employees)	0.00			
4139 · Board Expenses	0.00	100.00	-100.00	0.0%
4140 · Dues	3,300.00	3,000.00	1,388.00	146.27%
4141 · Library District Memberships	0.00	7,100.00	-6,810.00	4.09%
4145 · Staff Incentives	564.95	10,000.00	-8,648.88	13.51%
4150 · Legal	4,095.00	55,000.00	-26,831.75	51.22%
4160 · Telephone	167.10	15,000.00	-13,995.03	6.7%
4170 · Postage	36.98	1,500.00	-662.42	55.84%
4185 · Copy Machine Lease	1,294.23	18,500.00	-12,528.72	32.28%
4190 · Miscellaneous Expenses	1,533.60	41,124.00	-22,404.20	45.52%
4191 · Public Relations				
4191.1 · Ads/Sponsorships	671.00			
4191.2 · Print Materials	0.00			
4191.3 · Promotional Items	6,137.12			
4191 · Public Relations - Other	372.00	98,400.00	-98,028.00	0.38%
Total 4191 · Public Relations	7,180.12	98,400.00	-82,074.36	16.59%
4200 · Treasurer's Fee	13,897.65	62,334.00	-1,114.89	98.21%
4401 · Salary & Wages Circulation	17,644.76	248,239.00	-136,503.68	45.01%
4402 · Circulation Pera/Payroll Taxes	2,766.70	35,469.00	-17,960.22	49.36%
4403 · Circulation Health Insurance	772.27	27,294.00	-22,684.82	16.89%
4404 · Circulation Worker's Comp	0.00	0.00	0.00	0.0%
4405 · Circulation SDI	84.25	840.00	-334.50	60.18%
4406 · Circulation Life Insurance	7.75	93.00	-46.50	50.0%
4440 · Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 · Annual Maint / Support Software	0.00	76,500.00	-36,759.35	51.95%
4446 · Tech Support	130.00	1,500.00	-720.00	52.0%
4450 · Computer Equipment & Supplies	4,109.86	81,150.00	-54,897.07	32.35%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through June 2022

	Jun 22	Budget	\$ Over Budget	% of Budget
4460 · Monthly Online Services Soft.	1,676.65	1,600.00	8,427.60	626.73%
4470 · Salary & Wages-Tech Services	31,460.16	467,290.00	-285,791.82	38.84%
4472 · Tech Serv Pera/Payroll Taxes	4,932.96	58,409.00	-29,965.64	48.7%
4473 · Tech Serv Health Insurance	5,159.36	55,285.00	-27,685.53	49.92%
4475 · Tech Services SDI	107.72	1,877.00	-1,185.00	36.87%
4476 · Tech Serv Life Insurance	15.50	372.00	-240.25	35.42%
4485 · Teen Programs	413.80	5,000.00	-3,103.15	37.94%
4486 · Internet Service	1,190.96	26,400.00	-19,254.24	27.07%
4498 · Youth Services SDI	84.23	2,994.00	-2,488.62	16.88%
4500 · Salary & Wages-Youth Services	31,444.62	489,943.00	-302,833.96	38.19%
4501 · Youth Services Life Insurance	23.25	558.00	-434.03	22.22%
4502 · Youth Serv Pera/Payroll Taxes	4,927.60	75,246.00	-45,938.51	38.95%
4503 · Youth Serv Health Ins.	1,726.56	69,107.00	-55,164.27	20.18%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	845.53			
4505 · Youth Service Programs - Other	1,779.85	40,000.00	-23,175.39	42.06%
Total 4505 · Youth Service Programs	2,625.38	40,000.00	-21,637.71	45.91%
4507 · Adult Serv Pera/Payroll Taxes	1,570.59	23,695.00	-14,360.42	39.4%
4508 · Adult Serv Health Insurance	2,522.96	18,428.00	-3,556.90	80.7%
4510 · Adult Programs	1,192.68	14,000.00	-8,932.74	36.2%
4511 · Salary & Wages-Adult Services	10,016.60	154,282.00	-94,711.55	38.61%
4513 · Adult Services SDI	75.69	728.00	-273.86	62.38%
4515 · Adult Print Materials	3,012.22	55,000.00	-33,261.37	39.53%
4517 · Materials Processing	1,904.00	16,000.00	-12,699.65	20.63%
4520 · Adult Non-Print Materials	1,327.01	40,000.00	-32,961.88	17.6%
4521 · Explore Kits	126.46	5,000.00	-4,214.76	15.71%
4525 · Periodicals	2,181.40	5,000.00	162.69	103.25%
4530 · Electronic Databases	0.00	27,000.00	-14,973.70	44.54%
4531 · Downloadable / Streaming Serv.	5,725.03	80,000.00	-23,529.96	70.59%
4532 · Youth Services Print Materials	1,391.32	25,000.00	-15,790.71	36.84%
4533 · Youth Serv Non-Print Materials	92.68	3,500.00	-2,393.59	31.61%
4534 · Games	312.89	10,000.00	-7,886.30	21.14%

CLEARVIEW LIBRARY DISTRICT

Profit & Loss Budget vs. Actual

January through June 2022

	Jun 22	Budget	\$ Over Budget	% of Budget
4535 · Adult E Materials	4,084.36	94,000.00	-83,511.58	11.16%
4536 · Youth E Materials	1,729.87	50,000.00	-47,659.69	4.68%
4600 · Teen Print	357.60	3,500.00	-2,081.17	40.54%
4610 · Repairs & Maintenance				
4610.1 · Repair and Maint 3rd Street	0.00			
4610 · Repairs & Maintenance - Other	1,454.00	50,000.00	-37,726.38	24.55%
Total 4610 · Repairs & Maintenance	1,454.00	50,000.00	-37,726.38	24.55%
4615 · Security Service	0.00	1,270.00	-178.00	85.98%
4620 · Utilities				
4620.1 · Utilities 3rd Street	3,668.42			
4620.2 · Utilities Ash Street	177.01			
4620 · Utilities - Other	0.00	40,000.00	-39,715.30	0.71%
Total 4620 · Utilities	3,845.43	40,000.00	-22,349.30	44.13%
4630 · Insurance	1,005.28	27,000.00	-1,667.72	93.82%
4631 · Bookmobile Maintenance	2,473.86	15,000.00	-11,253.25	24.98%
4632 · Fuel, Oil, Lubricants				
Book Mobile Fuel	0.00			
4632 · Fuel, Oil, Lubricants - Other	0.00	4,000.00	-3,944.05	1.4%
Total 4632 · Fuel, Oil, Lubricants	0.00	4,000.00	-3,867.73	3.31%
4637 · Outreach Life Insurance	7.75	93.00	-46.50	50.0%
4638 · Salary & Wages-Outreach	11,495.93	177,231.00	-106,104.57	40.13%
4639 · Outreach PERA/ Payroll Taxes	1,802.58	24,509.00	-13,363.56	45.48%
4640 · Outreach Health Ins	767.85	25,339.00	-20,769.62	18.03%
4641 · Outreach Worker's Comp	0.00	0.00	0.00	0.0%
4643 · Book Mobile Expenses/Supplies	0.00	500.00	-359.17	28.17%
4644 · Outreach Phone	293.48	0.00	1,174.71	100.0%
4647 · Outreach SDI	64.79	866.00	-424.40	50.99%
4710 · Land/Building Improvements	0.00			
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 · Courier Van	0.00	60,000.00	-6,995.64	88.34%
4723 · Lease Payment	30,096.00	363,015.00	-332,919.00	8.29%
4726 · Transfer to Reserve Funds	0.00	0.00	0.00	0.0%

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

	<u>Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9000 · Capital Outlay	30,558.30	8,530,003.00	-7,724,901.36	9.44%
Total Expense	303,236.78	12,818,521.00	-10,488,337.34	18.18%
Net Income	<u>653,401.59</u>	<u>-100,000.00</u>	<u>7,758,569.66</u>	<u>-7,658.57%</u>

Clearview Library District

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

6/30/2022

Current Assets

Checking/Savings/Cash

		5/31/2022		6/30/2022	Change +/-
1010 · Petty Cash	\$	140.65	\$	140.65	\$ -
1015 · Cash on Hand	\$	433.30	\$	433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$	3,366,292.82	\$	3,371,794.50	\$ 5,501.68
1034 · Colo Trust Gen Fund Res 8005	\$	1,001,701.59	\$	1,002,665.90	\$ 964.31
1038 · Colo Trust Operating Fund 8003	\$	3,347,523.89	\$	3,981,797.71	\$ 634,273.82
1040 · Colo Trust Capital Fund-8001	\$	1,131,048.46	\$	1,132,137.27	\$ 1,088.81
1053 · Bank of Colorado--Checking	\$	163,893.82	\$	121,026.01	\$ (42,867.81)
1054 - Bank of San Juans, Glacier	\$	5,165,294.18	\$	5,165,294.18	\$ -
Total Checking/Savings		14,176,328.71	\$	14,775,289.52	\$ 598,960.81

May 2022 Close	\$	14,176,328.71
June 2022 Close	\$	14,775,289.52
Month To Month Change	\$	598,960.81

Draft Minutes (Unapproved)

Call to Order

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee Alternate/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Julie Cline, and Attorney William Garcia.

Absent: Weld RE-4 School District Liaison Aaron Smith

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

Review of Agenda

Nothing at this time.

Kendra congratulated Director Kling and Communications Specialist Christine Henschler on their collaboration and Director Kling's presentation to the DOLA Grant committee in May. The Clearview Library District received a DOLA Grant of \$500,000.

Public Input

Nothing at this time.

Director's Report - Ann Kling, Library Director

- Communication
 - Chrissie reported on an outstanding number of participants signing up for the Summer Adventure Program, and over 460 people attended the Water Festival held in the parking lot.
 - Beth discussed password protection, new timelines for refreshing passwords, and how to do so.
 - Beth reported that all the E-Rate was approved for about \$26,000. Beth thanked Trustee Ron Dunworth for his help with E-Rate.
- Monthly Statistics
 - Director Kling reported on patron count, programs, and program attendance.

Personnel Report - Rochelle Brotsky, Vice-President

Rochelle reported that there were three new Customer Service Specialists and an IT Assistant hired. There are three positions open: Adult Services Assistant, Tech Services Supervisor, and a Mobile Services Assistant position, which will be posted soon.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported that things are looking great with cash growth and position. Ron thanked Erin for being available and working with him. Ron reported that the yearly audit is being worked on, and he asked about the audit review committee meeting getting scheduled. Director Kling reported that the report needs to be filed to the state by 7/31/22, and the audit committee meeting will be held in August. The committee consists of: a person from the Town of Windsor Board, a person from the Town of Severance Board, a person from the Weld RE-4 School District Board, and a person from the Clearview Library District Friends and Foundation, Ron, and Kendra. After the meeting, the audit will be posted on the Clearview Library District's website.

Motion by Rochelle Brotsky, second by Jeromey Balderrama, to accept the Treasurer's Report as presented for May 2022; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Vice-President

Rochelle reported on the library garage sale and that the F&F ran the sales. Director Kling reported that the garage sale made approximately \$1,000. Rochelle reported that the F&F is continuing to look at investments and weigh options. The F&F is starting to look at authors for the next Clearview Reads, with a potential Colorado author.

Reports of the Liaisons

Town of Windsor: Julie Cline reported several incidents of vandalism at Boardwalk Park, Summer Concert Series every Thursday evening going until August 18th, Farmers Market every Saturday at Boardwalk Park, and July 4th fireworks being held over Windsor Lake with activities throughout the day. Julie reported that the Town of Windsor has a comprehensive plan that is reviewed every six years or so, and that the town is working on redoing it and is open to community members joining to work on committees for this plan.

Town of Severance: Frank Baszler reported that Severance continues to work on the town's water issues to include working on legislation on how new residential housing can take place (concerning water and building). Frank reported on an upcoming event: The Concert in the Park on July 8th. Frank also reported that Tad Stout resigned as a Town Council member, and there is an open council seat.

Weld RE-4 School District: Aaron Smith was absent.

Reports of the Board Members

Kendra reported that liaison training was held with Weld RE-4 School District liaison Aaron Smith.

Frank reported attending CML (a conference for elected officials), where he talked to a member of the USDA. Frank learned that the USDA may have some funds available for towns under 10,000 people (population numbers from 2003). The funding for small town use could be used for infrastructure, loans, and other enhancements. Director Kling reported that the library looked into this when the library was looking to build on Main St. Director Kling will look at USDA funding.

Old Business

- Approve Minutes of the May 26, 2022, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve minutes of the May 26, 2022, Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update – Ann Kling, Director
 - Director Kling reported that the Ash Street building renovations will begin July 11th. Fransen Pittman is loaning the library a connex storage unit to house filing cabinets and items for the library.
 - The next meeting is at Fransen Pittman on Friday, July 1st. Severance plans will be discussed further. RATIO is working closely with the Town of Severance.
 - The Windsor library building will be discussed at Friday's meeting, including the budget of the project.
- Report of the Ad Hoc Policy Committee – Jeromey Balderrama, Secretary
 - Jeromey reported on their first meeting and the steps involved for policy adoption procedures. He will present on this further at next month's meeting.
 - This committee consists of: Trustee Balderrama, Trustee Baszler, and Director Kling.

New Business

- Annual Review of Investments - Ron Dunworth, Treasurer
 - Ron reported that he and Cole met with the Treasurer of Weld County.
 - Ron also spoke with some financial companies in Denver. They made suggestions to Ron and Cole. Ron will double check that these suggestions follow Colorado Library Law.
 - Cole and Ron agreed to reach out to Colorado Trust and to have a meeting.
 - The board held a discussion about making investments.
 - Attorney Garcia said that most jurisdictions use Colorado Trust.
- 2023 Holiday Closures - Ann Kling, Library Director
 - Director Kling presented on the 2023 proposed Holiday Closures for 2023.
 - Motion by Rochelle Brotsky, second by Jeromey Balderrama, to approve the 2023 Holiday Closures; motion passed unanimously.

- Increase Liability Insurance - Cole Gerstner, Trustee, Ann Kling, Library Director
 - Cole reported on insurance coverage and staff that drive while working for the library. Director Kling reached out for quotes. Cole shared the quotes and costs of the Umbrella Policies and made a recommendation to raise it to the \$3M Limit quote. A Board discussion was held.
 - Attorney Garcia agreed that the quotes are reasonable, especially with the growth of library personnel and buildings.
 - Kendra inquired about staff driver's licenses and vehicle insurance of their personal vehicles when they drive while working for the library. Director Kling suggested a procedure for gathering this information.
 - Motion by Ron Dunworth, second by Jeromey Balderrama, to approve an Increase to the Liability Insurance to the \$3M Limit Umbrella; motion passed unanimously.

President Kendra Adams announced a meeting break at 6:58 p.m. in order to review the Cash Management and Banking Memorandum and Credit Card Use Memorandum, and enjoy some cake for Attorney Bill Garcia's birthday.

President Kendra Adams called the regular board meeting back to order at 7:11 p.m.

- Financial Policies and Procedures (Cash Management and Credit Cards) - First Reading - Ann Kling, Library Director
 - Director Kling reported on the Credit Card Use Memorandum.
 - The Director may authorize the issuance of credit cards with the approval of the board. Director Kling made a recommendation for additional credit cards to be used by the Office Manager, the Financial/HR Specialist, and the Communications Specialist.
 - In using credit cards, users need to submit receipts and get tax exemptions when possible.
 - Board members discussed credit card use.
 - Motion by Jeromey Balderrama, second by Cole Gerstner, to accept and approve the Credit Card Use Memorandum to include the red line additions; motion passed unanimously.
 - Director Kling reported on the Cash Management and Banking Memorandum.
 - Board members discussed the bullet points of the Case Management and Banking Memorandum.
 - Kendra asked Attorney Garcia and Director Kling for recommendations moving forward. Director Kling will make revisions ready for the next regular board meeting.

Executive Session

An Executive Session Pursuant to C.R.S. & Sec. 24-6-402(4)(f), C.R.S. for the purpose of discussing Personnel Matters – Discuss employment contract for Director Kling

Motion by Frank Baszler, second by Ron Dunworth, to go into executive session pursuant to C.R.S. & Sec. 24-6-402(4)(f), C.R.S. for the purpose of discussing Personnel Matters to discuss employment contract for Director Kling; motion passed unanimously at 7:47 p.m.

Resume Regular Board Meeting

President Kendra Adams called the regular meeting of the library board back to order at 8:35 p.m.

Present: Kendra Adams, Frank Baszler, Ron Dunworth, Cole Gerstner, Jeromey Balderrama, Bill Garcia, Ann Kling, Beth Gallinger, and Natalie Wagner. Trustee Rochelle Brotsky left the meeting. Alternate Trustee Frank Baszler was recognized as a voting member by President Adams. Approve the Library Director's Contract – Attorney Bill Garcia

- Kendra led the conversation concerning Director Kling's contract. A discussion was held concerning the severance package. Attorney Garcia will make the revisions to the Director's contract.
- Motion by Jeromey Balderrama, second by Ron Dunworth, to approve the Library Director's Contract with the clarification of sections 4B, 5A, 5B, with insurance to be paid at cost per month as needed until the end of the severance package or other insurance is acquired or insurance is deemed unnecessary; motion passes on a 4 to 1 vote.

Upcoming Agenda

Programming and Photography Policy
Quarterly update Strategic Plan
Quarterly update Directors Goals
Salary Survey Study
FAMLI program

Adjourn

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 8:52 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, July 28, 2022, 5:30 p.m. – Hybrid Meeting, Windsor Severance Library and Zoom.

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

DRAFT



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Director (include if prepared by staff)

From: Jeromey Balderrama, Chair of the Policy Committee

Date: Jul 28, 2022

Re: Policy Adoption Procedure

Item 4d: Old Business

Background / Discussion

The Ad Hoc Policy Committee was formed at the May meeting of the Library Board with Jeromey Balderrama as Chair and Board Alternate, Frank Baszler, and Director Kling as members. The committee has met several times since then and has before you today a working document, Policy Committee Procedure.

Recommendation(s)

The Committee recommends that the board discuss the procedure at the July 28 meeting, ask questions, make suggestions for changes and potentially adopt the procedure or refer it to the Committee for revision.



Clearview Library District Policy Adoption Procedure

The Policy Adoption Procedure articulates the process in which Clearview Library District Policies are drafted, reviewed, and adopted.

Procedure Participants

- **Policy Committee** - An ad-hoc committee consisting of the Library Director and two Board of Trustees appointed by the board president.
- **Library Board of Trustees** - Review and approve policies during Board Meetings.
- **Library Staff**, as directed by the Library Director.

Recommending Changes

- Any Trustee during a board meeting may suggest a change in policy or the addition of a new policy.
- The Library Director can suggest changes in policy or the addition of new policy.
- The Attorney may present any changes required to keep policies compliant or new policies that are required by law.

During the board meeting, it will be discussed if these are simple changes or if the Policy Committee needs to draft a policy. Simple changes or changes required by law can be directed to the Staff or Attorney.

Drafting or Updating of Policy

The Policy Committee will collaborate in drafting new or updating current policies. During this process, the Policy Committee will consult with staff and the library district's attorney. It may, at its discretion, involve other key stakeholders.

First Reading

The policy will be presented to the Library Board of Trustees as a first reading. The first reading must occur at a properly noticed meeting of the board. The purpose of the first reading is to provide notice and allow for the opportunity for board members to ask questions and provide input. If necessitated, a working session can be scheduled to enable board members to discuss and provide feedback.



At the conclusion of the first reading, the Board of Trustees can do the following:

- Adopt the policy as written; it requires a motion and a majority vote of the board to adopt.
- Incorporate input from the first reading into the drafted policy as “adopt as revised”; it requires a motion and majority vote to adopt.
- A board member can request a second reading of the drafted policy to be conducted at the next meeting.
- The President may schedule a work session to enable board members to discuss.
- Direct the Policy Committee by a majority of the board to provide another draft of the policy, incorporating the provided input. That updated draft will be presented as the first reading in a future meeting.

Second Reading

The second reading occurs at a meeting of the board.

At the conclusion of the second reading, the Board of Trustees can do the following:

- Adopt the policy as written; it requires a motion and a majority vote of the board to adopt.
- Incorporate input from the first reading into the drafted policy as “adopt as revised”; it requires a motion and majority vote to adopt.
- Direct the Policy Committee by a majority of the board to provide another draft of the policy, incorporating the provided input. That updated draft will be presented as the first reading in a future meeting.
- Table the issue to a future date by majority vote as a second reading.
- If no action is taken, the policy is not adopted, and the process must begin again.

July 28, 2022



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: Jul 28, 2022

Re: Cash Management Policy/Procedure

Item 4e: Old Business

Background / Discussion

The Cash Management Policy/Procedure was brought to the Board at the June 30 meeting of the Board. The Board asked that Erin Mitchell and Director Kling consider options for check signing in the absence of the director.

Recommendation(s)

The Director and Financial Specialist recommend that the Board adopt the policy/procedure as presented.

Attachment

Cash Management Policy/Procedure (Revised)



Clearview Library District

Cash Management and Banking

It is the policy of the Clearview Library District to ensure safe and secure handling of funds through an efficient cash management program.

- Funds will be held only by banks which insure funds through the Federal Deposit Insurance Corporation (FDIC) or are organized as a Government Investment Pool as defined in the Colorado State Statutes (C.R.S. 24-75-701).
- The President of the Library Board, the Treasurer of the Library Board, the Library Director and the Department Managers are designated as authorized signers for the bank account used for the payment of library obligations.
- Managers may sign checks up to \$1000 in the Director's absence. Checks will be prepared by the Financial/Human Resources Specialist. Invoices will be reviewed and approved by the Director as soon as possible.
- One signature is required for check signing and related operational transactional responsibilities.
- Reimbursement to the library director for expenses incurred for meetings, programs, or other library activities will be approved by the Library Board President or Treasurer at monthly board meetings.
- Two signatures, one of which must be the Board President or the Board Treasurer, are required for the opening and closing of accounts.
- Non-budgeted expenditures over \$30,000 must be approved by the Library Board before procuring the item.
- Electronic funds transfer, direct deposit, wire transfers and automated clearing house transactions will be used whenever feasible and available. These transactions can be initiated by the Director with an authorized password and/or PIN number to insure appropriate authorization.
- The Director has authority to transfer funds between banks and Colotrust for the normal operations of the library district; this includes transfers to cover budgeted expenditures and transfers to cover expenditures for special projects that have been approved by the Library Board.
- All bank statements will be reconciled monthly by the Financial/Human Resources Specialist and reviewed and approved by the Director.

- Cash receipts will be accounted for using procedures and documentation developed by the Financial/Human Resources Specialist.
- The district accepts payments in cash, checks, electronic transfer and credit/debit cards.
- Individuals issuing checks which are returned for insufficient funds or any other reason may be submitted to collections and assessed a charge of \$20.

July 28, 2022

Draft



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: July 28, 2022

Re: Program Policy Working Document

Item 4f: Old Business

Background / Discussion

Director Kling and Public Services Manager, Casey Lansinger-Pierce brought a rough draft of a Program Policy to the Board at the April 28 meeting of the Board. At that meeting, the Board heard from members of the community who expressed both concerns and support for the draft policy and for library programs. Subsequently, Director Kling and Casey Lansinger-Pierce met individually with Board Members to gather their input. The Policy Committee also met with Director Kling about the policy. You have before you tonight, a working document for consideration and discussion.

Recommendation(s)

Following the procedures of the Policy Committee, the board should discuss, ask questions, make revisions, consider adoption or refer the policy to the Committee for a second reading.



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: July 28, 2022

Re: Photography, Videography, and Recording Policy Working Document

Item 5a: New Business

Background / Discussion

You have a working document on a photography, videography, and recording policy before you. This is a new policy for the Clearview Library District. It was written after reviewing similar policies from libraries in Colorado and the American Library Association website. The library district's attorney and the Policy Committee reviewed the working document.

Recommendation(s)

Following the procedures of the Policy Committee, the board should discuss, ask questions, make revisions, consider adoption or refer the policy to the Committee for a second reading.



MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Director

From: Christine Henschler, Communication Specialist

Date: July 28, 2022

Re: 2022 Draft Community Impact Report

Item 5b: New Business

Background / Discussion

Each year the Library District prepares an annual report, the Impact Report, for our community. The impact report is delivered to the Library Board and the public early in the second quarter of the year. The resignation of the District's Communications Specialist in late October of 2021 and the hiring of Ms. Henschler in February of 2022 delayed the creation of the report. We are happy to present the report to you this evening. The library district is alive and thriving after two years of a global pandemic.

Relationship to Strategic Plan

Communication



Clearview Library District

Director's Goals, 2022 - Quarterly Update, July 2022

1. Ash St. Central Services Hub. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the building renovation and move administrative, IT, and technical services staff into the building by Summer 2022.

Update: The design is complete, and work is scheduled to begin on Aug. 1, 2022. The estimate for completion is 2 months.

2. Renovation of the 3rd St. Library. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, and the Building Committee to complete the renovation design by June 2022. Continue working with the team to complete the renovation by Jan. 1, 2023.

Update: The design is complete. Plans have been submitted to the Windsor Planning Department. Staff are continuing to work with Ratio on the size of the collections and shelving. The renovation will begin upon completion of Ash St.

3. Branch in Severance. Work with the Owner's Representative, Architectural Design Firm, Construction Manager at Risk, the Building Committee, and representatives of the community in Severance to complete the design of the building, apply for permitting and prepare for a ground-breaking in the Fall of 2022.

Update: The design is nearing completion. Ratio has worked with the Town of Severance Planning Department, submitting preliminary plans and receiving feedback. The Library District received a \$500,000 grant from the Colorado Department of Local Affairs to assist in the building of the library.

4. Strategic Plan, 2023 - 2025. Work with the Internal Strategy staff team to formulate a plan for completing a strategic plan and begin gathering information to develop the plan by July, 2022.

Update: The Internal Strategy Committee will begin working on the Strategic Plan at their August 11 meeting.

5. Coach and support my direct reports, providing clear expectations and meaningful feedback throughout the year. Survey staff to measure results.

Update: One-on-one meetings are being held on a regular basis.

6. Examine staffing levels in all library departments and make adjustments as needed throughout the year. Survey staff to determine satisfaction levels.

Update:

- A full-time IT Assistant was added to the IT/Technical Services Dept. This was accomplished by combining two part-time positions.
- Two full-time Customer Service Specialists and a part-time Customer Service Lead were hired to provide stability to the Department. The Lead will help to provide support to the Customer Service Staff on evenings and weekends and when the Supervisor is not scheduled.
- A third Children's Assistant was hired to help with the increase in programs and the increased attendance at those programs.
- The part-time bookkeeper position was upgraded to full-time, and the title changed to Financial and Human Resources Specialist, which reflects the human resources component of the position.

7. Review staff benefits with a team of staff and the Personnel Committee and make recommendations for changes by Sept. 2022.

Update: Employer's Council will be contacted to obtain a quote for services for a salary and benefits survey. A staff committee has not yet been formed.

8. Continue to work with the Long Range Planning Committee to monitor growth in the district, build relationships and identify opportunities for the future.

Update: The Committee has not met as of yet.

9. Revise the job description for Office Manager and hire by mid-year.

Update: Natalie Wagner was promoted to the position of Office Manager.

July 28, 2022