

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

Director's Report - Ann Kling, Library Director

- Communication
- Monthly Statistics

Follow Up Questions to Board/Liaison Reports

Treasurer's Report - Ron Dunworth, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Trustee

Old Business

- Rebranding Update - Christine Henschler, Communications Specialist and Cordelia Anderson, Consultant (Information)
- Approve Minutes of the October 26, 2023, Regular Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director (Information)
- Director Search Update - Ann Kling, Library Director (Information)
- 2024 Budget Update - Ann Kling, Library Director (Information)

New Business

- 2024-2025 Draft Strategic Plan - Ann Kling, Library Director (Action)
- Approve the 2024 Board Calendar - Ann Kling, Library Director (Action)
- Distribute Board Evaluation Materials - Jeromey Balderrama, Board President (Information)

Executive Session

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

Upcoming Agenda

Adjourn

Upcoming Meetings

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

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

DIRECTOR'S REPORT - October 2023

Districtwide Update - Library Director Ann Kling

Highlights

- The 2024 Draft Budget was submitted to the Library Board by October 15. Revenue increased due to the oil and gas industry. The draft budget can be found on the District's website. Changes were anticipated due to statewide ballot measure Proposition HH, however, the ballot measure was overwhelmingly voted down by Colorado voters in the November election. The Legislature is working on property tax relief for homeowners, which will have an impact on revenue. There will be a delay in receiving the final numbers from the Weld County Assessor's office.
- The Colorado Association of Libraries held its annual conference at the Embassy Suites in Loveland. Board Members Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, and members of the library Administration Team and staff were all able to attend. The Board welcomed the reinstatement of a trustee track, which provided meetings specifically designed for trustees to the conference schedule.
- The Interview Committee to Select a trustee for the open Board seat, held interviews on Saturday, October 21. Trustee Rochelle Brotsky chaired the committee, which included Ray Ruth, Weld RE4 School District, Barry Wilson, Town of Windsor, Frank Bazler, Town of Severance, Dale Hall, City of Greeley and Joann Perko, Clearview Library District Friends and Foundation. The Committee selected Cole Gerstner for a second term. The appointment was sent to the Town Board of Windsor, the Town Council of Severance, the City Council of Greeley and the Weld RE4 School Board for ratification per the Library Board's by-laws.
- At the October 26 meeting of the Board, the Trustees voted unanimously to have the District's Attorney, William F. Garcia, prepare and submit an offer to the Town of Windsor for the sale of the District's land on Main St.

Opportunities

- Progress on the library branch in Severance continued in October. While the building was not "topped off," doors and windows were installed. The delay in the installation of the shingles was due to a discussion about the soffits. The issue has been resolved, and the shingles should be installed in November.
- Cordelia Anderson Consulting (CAC), the marketing firm hired by the District to assist in its rebranding, released a survey to the public. Cordelia Anderson also visited the District to conduct focus groups with community members and get a feel for the community we serve and the district's geography.
- Director Kling held an initial meeting with June Garcia and Sari Feldman to formulate a plan for the hiring of the next library director. June will spend a day in November meeting with the staff and the Board to gather information on the qualities that would be ideal in the next director of the district and to discuss the process with the Library Board.

Challenges

- Personnel shortages due to illness and separation of employment have put a strain on the staff and supervisors this month. Several key positions have been posted and are expected to be filled in November/December.
- Continuing discussions and communications on the sale of the Library District's Main St. property have kept the members of the Board and the Library Director engaged throughout the month of October. A special meeting of the Library Board was held on Monday, October 9, at Windsor Middle School to receive input from the public about the sale of the land. Several Town Board members were in attendance and spoke at the meeting.

Personnel

- Courtney Harris was offered the position of Children's Programming Assistant. She will be starting in early November.
- The first round of interviews were held for the Customer Service Manager position. A second round of interviews will be held in November.
- A full-time IT Assistant position was posted.
- No All Staff meeting was held in October.

Board of Trustees Meeting Highlights - October 2023

- The first reading of the Library District's 2024 Draft Budget took place.
- An offer to sell the library district's property to the Town of Windsor was approved and will be drafted and submitted to the Town by the Library District's Attorney, William Garcia.
- Board members and staff reported on the Colorado Assn. of Libraries Annual Conference.

Public Services Update - *Public Services Manager Casey Lansinger-Pierce*

Highlights

- We held a popular solar eclipse event on Saturday, October 14. Trisha Parsons and Becca Sharp - with the help of several public services staff - collaborated on an all-ages event that included a special storytime, eclipse-themed activities, eclipse viewing, and an opportunity to use our VR headsets (this activity is only available for ages 13+). We were pleased that 280 community members showed up for this event.
- We attended the NOCO Down Syndrome Walk in October with the Bookmobile. The event coordinator reached out to Katie Northern and asked us to participate; she mentioned that reading is a favored activity in the Down syndrome community. We interacted with 113 community members during this event.

Opportunities

- Our public services team was present at several highly-attended events in the community during October, including the Fall Festival at Range View Elementary School, the Fall Festival at Grandview Elementary, and the Windsor Halloween Carnival. We engaged with over 2,100 community members during these seasonal events.
- We hosted all second graders from Tozer Elementary at a tour and information session at the Windsor-Severance Library. The classes rotated between a storytime, a tour of the library, and a wildlife scavenger hunt. These class visits serve as an excellent opportunity to inform children about library services and encourage them to sign up for a library card, if they haven't already.
- Heather Montgomery and Becca Sharp interviewed several candidates for an open Children's Services Assistant position in early October. They offered the job to Courtney Harris; Courtney started in early November and has been a wonderful addition to our team.

Challenges

- Unfortunately, several public services employees came down with Covid in October. Finding coverage for programs and/or Bookmobile shifts on sudden notice is always challenging, but we have an incredible team who often step up to cover each other's shifts. Thankfully, no one was seriously ill, and all were able to return to work after their five-day isolation period.
- Our collection development staff (Jennifer, Trisha, Becca, Nancy, and Heather) worked hard to complete their opening-day collection lists for the new library branch in Severance. The lists were especially long, but deadlines were met, and we look forward to the brand-new books that will line the shelves in Severance.

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

Highlights

- In October, we worked on several projects with Rockfan, our AV vendor. We added a 7-inch touchpad in the large meeting room at the Windsor-Severance Library for ease of selecting input into the AV system. This replaced the iPad that frequently timed out or froze, causing issues for staff trying to use the system. The microphone was also adjusted to better record voices in the back of the meeting room. Due to this, the recording of the October Board of Trustees regular meeting was much better. We did a site walk at the new library branch in Severance to confirm all of the AV technology for the new library. We are planning on doing firmware upgrades and adjustments to the sound bars in our smaller meeting rooms. Rockfan has been a great vendor to work with and we look forward to our continued relationship with them.
- The iPads that allow patrons to see when rooms are available and make a same-day reservation are mounted outside each of our reservable meeting rooms. This makes it much easier for patrons to use our meeting rooms, and we hope this increases usage and awareness of our spaces.
- IT procured an easy-to-use voice recorder for executive sessions and created a procedure

for saving the files to better verify and preserve these files.

Opportunities

- We currently have an open IT Assistant position and interviewed candidates late in the month. We hope to have someone in the position by late November or early December. This means the IT Assistants and IT Manager are covering more IT on-call shifts, night programs, and patron-on-ones than usual.
- We are looking at doing more comprehensive basic IT training for all staff. We are finding that we have a wide variety of technical skills across the organization and would like to define a base level for all staff. This will also help with patrons having a consistent experience with technical support when they are in the library.
- IT Assistant Jesse Feavel has been consulting with Catt LLC, a Windsor based Career and Technical Education (CTE) supply & consulting company. They supply many things for libraries, and we are looking to work with them to replace and support our aging 3D printer. This is the same company the LINC library in Greeley uses for much of their equipment.

Challenges

- The October special meeting of the Board was a significant challenge to the IT department because of the lack of AV equipment available in the Windsor Middle School cafeteria. We managed to hire Rockfan for our AV needs within less than a week of the event and got a significant discount on the rental equipment price.
 - Our self-checks at the Windsor Severance Library are nearing six years old and are definitely starting to show their age. We have been having problems with the RFID scanner on one and problems with the barcode scanner on another. This is causing them to be out of order more often than we like. We are exploring replacing these next year.
 - The 3D printer platform cracked, halting printing and backing up the queue. Fortunately, this was replaced relatively quickly and at a low cost, but it was a setback for IT Assistants who are already stretched thin with one less person.
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October 2023 Usage Stats

Key Takeaways:

- Patron counts were up, both compared to the previous month and the same month in previous years. Most notable were the visitor counts for the bookmobile and outreach services, which had several well-attended seasonal fall events.
- The virtual library remains popular. October showed high counts for active virtual borrowers, e-text circulation, and e-audio circulation.
- EBSCO database usage was unusually high, resulting in an extremely large database usage count overall.


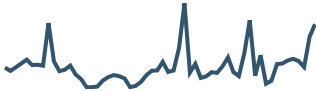
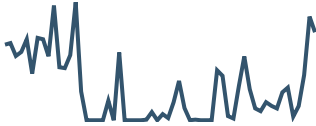

About the Dashboards:

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

About the Metrics:




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

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

Patrons Served			
Counts for Oct 2023	% Change from Sep 2023	% Change from Oct 2022	Sparklines (data since Jan 2019)
Library 11,577	16.67%	0.89%	
Bookmobile 2,666	25.05%	-5.96%	
Outreach 3,242	-15.06%	183.39%	
Total Patrons 17,485	10.16%	13.14%	


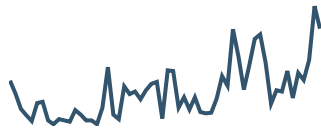

Select a date to see that month's data. Cumulative data is shown until a date is selected.

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

Circulation			
Counts for Oct 2023	% Change from Sep 2023	% Change from Oct 2022	Sparklines (data since Jan 2019)
Physical Circs 29,306	5.90%	-4.30%	
Digital Circs 10,483	5.81%	11.52%	
Database Usage 7,393	332.85%	124.10%	


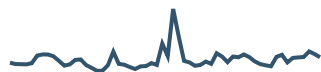
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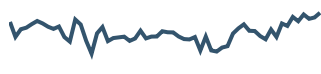


Programs			
Counts for Oct 2023	% Change from Sep 2023	% Change from Oct 2022	Sparklines (data since Jan 2019)
Program Attendees 2,690	37.10%	58.98%	N/A
Total Programs 126	14.55%	29.90%	
Waitlisted People 149	-19.02%	12.03%	
Waitlisted Programs 38	15.15%	65.22%	

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

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

Cardholders			
Counts for Oct 2023	% Change from Sep 2023	% Change from Oct 2022	Sparklines (data since Jan 2019)
Active Cardholders 5,072	-0.04%	8.75%	
New Cardholders 276	-16.36%	33.98%	

Website Stats			
Counts for Oct 2023	% Change from Sep 2023	% Change from Oct 2022	Sparklines (data since Jan 2019)
Pageviews 27,062	6.18%	29.61%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of October 31, 2023

Oct 31, 23

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	82.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,423,820.72
1034 · Colo Trust Gen Fund Res 8005	2,207,622.34
1038 · Colo Trust Operating Fund 8003	2,849,684.42
1040 · Colo Trust Capital Fund-8001	1,199,448.54
1053 · Bank of Colorado--Checking	1,011,937.08
1054 · Bank of San Juans, Glacier FB	3,237,650.02

Total Checking/Savings	12,930,678.82
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Other Current Assets

1150 · Delinquent Property Tax	62.11
1151 · Current Prop. Taxes Rec.	4,652,026.00
1170 · Prepaid Expenses	30,064.01

Total Other Current Assets	4,682,152.12
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Total Current Assets	17,612,830.94
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Other Assets

1250 · Land	1,047,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,926,855.88
1270 · Furniture and Equipment Asset	829,671.37

Total Other Assets	5,951,007.25
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TOTAL ASSETS	23,563,838.19
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	1,231,951.68
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Total Accounts Payable	1,231,951.68
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Total Other Current Liabilities	4,687,518.43
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Total Current Liabilities	5,919,470.11
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Long Term Liabilities

2850 · Invest. in Gen. Fixed Assets	6,038,354.43
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Total Long Term Liabilities	6,038,354.43
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Total Liabilities	11,957,824.54
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Equity

2860 · 2000 Fund Balance	2,241,496.00
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2862 · TABOR Requirement	129,287.00
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3900 · Retained Earnings	9,775,260.25
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Net Income	-540,029.60
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Total Equity	11,606,013.65
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TOTAL LIABILITIES & EQUITY	23,563,838.19
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Clearview Library District
October 2023 Revenue and Expenditures

	Oct 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	\$12,447	\$5,732,848	\$5,736,273	100%
Specific Ownership Tax	\$21,042	\$207,028	\$230,000	90%
Other Income	\$44,538	\$373,361	\$153,107	244%
Total Operating Revenue	\$78,027	\$6,313,236	\$6,119,380	103%
Expense				
Bookmobile	\$348	\$10,704	\$22,000	49%
IT	\$18,189	\$167,985	\$213,750	79%
Materials	\$51,600	\$279,752	\$411,500	68%
Operating Expenses	\$32,049	\$365,057	\$501,494	73%
Programming	\$4,145	\$44,213	\$60,000	74%
Public Relations	\$1,454	\$19,749	\$98,400	20%
Salaries and Wages	\$166,218	\$1,702,544	\$2,346,659	73%
Benefits	\$45,075	\$464,489	\$722,474	64%
Professional Development	\$201	\$10,646	\$32,500	33%
Capital	\$520	\$25,105	\$83,707	30%
Lease Payment - Branch		\$58,311	\$356,622	16%
Total Operating Expense				
Total Operating Expense	\$319,798	\$3,148,556	\$4,849,106	65%
Total Capital Expense				
Total Capital Expense	\$440,347	\$3,762,436	\$8,683,478	43%
Total Expense				
Total Expense	\$760,145	\$6,910,993	\$13,532,584	51%
DOLA Grant				
DOLA Grant		\$57,728	\$500,000	12%
Transfers				
Transfer from Reserves		\$815,723	\$1,747,909	47%
Transfer to Reserves		\$0	\$0	
Net Income				
Net Income	-\$682,119	-\$540,029	\$0	

Clearview Library District Treasurer's Report

Oct-23

Current Assets

Checking/Savings/Cash	9/30/2023	10/31/203	Change +/-
1010 · Petty Cash	\$ 131.40	\$ 82.40	\$ (49.00)
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 2,412,466.50	\$ 2,423,820.72	\$ 11,354.22
1034 · Colo Trust Gen Fund Res 8005	\$ 2,197,280.90	\$ 2,207,622.34	\$ 10,341.44
1038 · Colo Trust Operating Fund 8003	\$ 2,995,345.33	\$ 2,849,684.42	\$ (145,660.91)
1040 · Colo Trust Capital Fund-8001	\$ 1,193,829.79	\$ 1,199,448.54	\$ 5,618.75
1053 · Bank of Colorado--Checking	\$ 146,040.69	\$ 1,011,937.08	\$ 865,896.39
1054 - Bank of San Juans, Glacier	\$ 4,163,582.68	\$ 3,237,650.02	\$ (925,932.66)
Total Checking/Savings	\$ 13,109,110.59	\$ 12,930,678.82	\$ (178,431.77)
September 2023 Close	\$ 13,109,110.59		
October 2023 Close	\$ 12,930,678.82		
Month To Month Change	\$ (178,431.77)		

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

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

Absent: Weld RE-4 School District Liaison Raymond Ruth

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Nothing at this time.

Public Input

Neither in-person nor online public comment was received on non-agenda items.

Director's Report - Ann Kling, Library Director

- Communication and Monthly Statistics
 - Director Kling referenced the Director's Report and asked for questions. Jeromey and Cole asked about the September statistics. Jeromey asked for a debrief on the 2023 Summer Adventure Program at a future meeting.

Follow Up Questions to Board/Liaison Reports

Jeromey thanked the liaisons for their reports and expressed appreciation for them.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported on the cash balance and the current budget (revenue and expense percentages). Julie asked questions in regards to the balance sheet and Ron addressed them.

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

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported on new board member Lisa Turk. Rochelle talked about the signage in the vestibule at the Windsor Severance Library. Rochelle said that the Friendsgiving event is coming up and that Dr. Pat Weakland, of High Hops, will be doing a presentation on whiskey. Rochelle reported that Clearview Reads is being worked on and that the Blind Date with a Book fundraiser book wrapping is Sunday, October 29, 2023, at the Windsor-Severance Library in the Pikes Peak meeting room. Community and library staff donated books for this fundraiser, which were collected at the Windsor-Severance Library.

Old Business

- Offer of Sale of Library Property to the Town of Windsor - Jeromey Balderrama, Library Board President, William Garcia, Library District Attorney
 - Jeromey asked Ron to speak to the offer of sale of the library property. Ron explained the short history of recent interest in library owned land, the Library District's position on the land, and spoke of a future potential multi-use building. Ron spoke to the why and how of the contract being written. Trustees Cole, Rochelle, Kendra, Lisa, and Jeromey agreed with everything Ron touched on. The Board thanked Ron for his eloquent presentation.
 - Jeromey spoke of the 2001 mill levy and that it was 22 years ago. Jeromey reported hearing a lot of feedback in positive favor for the Library District. Jeromey stated that being good stewards have allowed the purchase and operation of the Administration Services Building, the purchase of land to build and operate a library in Severance, as well as remodel the Windsor Severance Library. Jeromey also stated that the Clearview Library District is trying to keep up with the growth the same as other entities.
 - Kendra explained that the mill levy was never meant to sunset. It was voted on and set in 2001.
 - Public comment on this section began at 6:08 p.m. and ended at 6:18 p.m. Public comment was given by community residents present and online via Zoom. After public comment concluded, the board held a discussion.
 - Motion by Ron Dunworth, second by Cole Gerstner, to submit the offer as drafted by Attorney Garcia to the Town of Windsor; motion passed unanimously. Jeromey will sign the offer, and then it will be sent to the Town of Windsor.

- Motion by Kendra Adams, second by Rochelle Brotsky, that Ron and Cole act as principals on any further negotiations with the Town of Windsor; motion passed unanimously. Jeromey can create an Ad Hoc Committee if/when needed.
- Approve Minutes of the September 28, 2023, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the minutes of the September 28, 2023, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the October 9, 2023, Special Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the minutes of the October 9, 2023, Special Board Meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director
 - Director Kling reported that the project is on schedule. Jeromey referenced page 51 of the board packet that Wember Inc. submitted.
- Board Opening Update - Rochelle Brotsky, Library Board Trustee
 - Rochelle reported on interviewing five candidates. Rochelle stated that all the candidates were really good. Jeromey encourages candidates to reapply next year.
 - The committee, consisting of Library Director Ann Kling, Library Board Trustee Rochelle Brotsky, Friends & Foundation Board Co-President Joann Perko, Weld RE-4 School District Board Member Raymond Ruth, Town of Windsor Board Member Barry Wilson, Town of Severance Council Member Frank Baszler, and City of Greeley Council Member Dale Hall, determined to keep incumbent Cole Gerstner in a three-year term. Director Kling reported updating the Towns of Windsor and Severance, the City of Greeley, and the Weld RE-4 School District to present their selection at their board meetings for ratification.
- Director Search Update - Ann Kling, Library Director
 - Director Kling stated that June Garcia will be meeting with all staff and the library board in separate meetings on Thursday, November 9, 2023.
- Marketing Update - Christine Henschler, Communications Specialist
 - Director Kling said that it has been exciting to work with Cordelia Anderson. Christine gave an in-depth update on how the community meetings went with Cordelia while she visited the Library District. Christine said there was great feedback and excitement in the meetings. Cordelia is working on a report that will show the results of the community-wide survey. The survey remains open until November 10, 2023.

Jeromey called a recess at 6:56 p.m.

Jeromey called the meeting back in session at 7:02 p.m.

New Business

- First Reading of the 2024 Clearview Library District Budget - Ann Kling, Library Director
 - Director Kling reported that this is the first reading of the 2024 budget, there will be a 2nd reading at November's board meeting, and then adoption of the budget in January.
 - Director Kling presented the budget with a slideshow. Prior to the meeting, Director Kling met individually with library board members to discuss the budget and ask questions.
 - Director Kling thanked Erin for all her hard work. Jeromey said the budget will be adopted in January 2024.
- Colorado Association of Libraries Conference Trustee and Management Staff Reports - Board Members: Jeromey Balderrama, Cole Gerstner, and Lisa Gagliardi; Library District Staff: Casey Lansinger-Pierce, Ann Kling
 - Jeromey shared his reflections on attending CALCON (verbally and with slides), specifically on the Trustee sessions. Cole spoke of having spent time talking with Anythink Libraries, feeling as though topics were geared toward big city life, and that he really enjoyed the conference. Lisa spoke of learning more about writing and reviewing policies. Casey spoke of attending a program about statistics that Jeromey attended. Casey also discussed a session on compassion fatigue and how it affects staff, especially front-line staff.
- Director's Draft 2024 Goals - Ann Kling, Library Director
 - Director Kling said some 2024 goals will be carried forward to the incoming Director. Director Kling will continue to work on her goals, and any unfinished goals will be transferred to the new director.

Upcoming Agenda

Second Reading of the Budget
Board Evaluation Forms
Review/Adoption of Board 2024 calendar
Strategic Plan
Patron Privacy Policy

Adjourn

Motion by Rochelle Brotsky, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 7:49 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, November 30, 2023, 5:30 p.m. – Windsor Severance Library and Zoom.

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

DRAFT

Project Update Report

Project Name: CLD2-Clearview Library District – New Severance Library
Wember Inc. Project Number: 2022.24 CLD2
Issue Date: November 6, 2023
Location: Severance, Colorado
Purpose: Project Update thru October 2023

Dear Ann Kling,
The purpose of this report is an update on the current status of the above project.

Please don't hesitate to contact me if you have any questions.
Brooke Kardos, Wember

Summary

Ratio Architects have completed the design and Fransen Pittman has begun construction. Sitework and foundation are in progress. Underground plumbing & electric are complete, concrete foundation and framing are complete, windows are installed and roofing is in progress.

Pre-Construction Cost Estimating / Design Update

Construction Administration is underway for the design team.

Permitting Update

Full building permit has been issued.

Construction

Steel framing & wood framing is complete. Weatherproofing on roof is complete, shingles to be installed starting 11/10. Site paving in progress. Delay in repaving the road between library & Town Hall due to rain.

Milestone Schedule

Schedule update in progress

Schematic Design	04/26/2022
Design Development	08/15/2022
Site Plan Review Process	03–05/2022
FF+E Design	05/2023-present
Construction Drawings	01/31/2023
GMP Contract Amendment	03/16/2023
Building Permit	05/16/2023
Construction Start	05/16/2023
Substantial Completion	02/22/2024
FF+E Install	TBD – 3/2024

Delays

None

Budget

Project Accounting	Budget			Commitments				Actual			
	A Initial Budget	B Budget Changes	C Current Budget A-B	D Contracts, POs, Expenses	E Change Orders	F Pending Changes	G Committed Cost (D+E+F)	H Projected To Complete	I Projected (Over/Under Cost)	J Incurred Costs	K Balance To Finish (D-I)
► C. Severance Branch Library	\$7,557,500.00	\$52,539.27	\$7,610,039.27	\$1,622,755.28	\$5,379,085.00	\$26,430.50	\$7,028,070.78	\$226,974.30	\$553,994.19	\$3,717,630.26	\$3,311,440.52
▼ C.1 Severance Real Estate	\$400,000.00	\$0.00	\$400,000.00	\$523,503.48	\$0.00	\$0.00	\$523,503.48	\$0.00	(\$123,503.48)	\$523,503.48	\$0.00
▼ C.2 Severance Design Fees	\$200,000.00	\$218,886.00	\$418,886.00	\$306,886.00	\$32,000.00	\$0.00	\$418,886.00	\$0.00	\$0.00	\$309,942.72	\$49,342.28
▼ C.3 Severance Construction	\$4,190,000.00	\$1,160,890.77	\$5,350,890.77	\$11,546.00	\$5,277,885.00	\$26,430.50	\$5,315,861.50	\$41,668.38	(\$6,630.11)	\$2,492,108.57	\$2,823,692.53
▼ C.4 Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000.00	(\$439,094.08)	\$585,905.92	\$407,360.13	\$0.00	\$0.00	\$407,360.13	\$185,305.92	(\$7,360.13)	\$46,991.36	\$361,368.77
▼ C.5 C.5 Owners Requirements	\$592,500.00	(\$144,120.31)	\$448,379.69	\$293,379.69	\$70,000.00	\$0.00	\$363,379.69	\$0.00	\$85,000.00	\$286,313.15	\$77,066.54
▼ C.6 C.6 Contingency	\$1,190,000.00	(\$743,423.11)	\$446,576.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$406,576.89	\$0.00	\$0.00

Risks / Changes

ID	Date	Title	Contract	Change Order	Amount
FP-S 015	10/20/2023	Severance COR 015 - Asphalt Repairs - CONTINGENCY	Fransen Pittman	Severance FP OCO 002	\$0.00
FP-S 014	9/22/2023	Severance COR 14 - Power & Data Adds from Boxwalk	Fransen Pittman	Severance FP OCO 002	\$12,062.11
FP-S 013	10/20/2023	Severance COR 013 - Board Form Seat Wall - CONTINGENCY	Fransen Pittman	Severance FP OCO 002	\$0.00
FP-S 012	7/27/2023	Severance COR 012 - Roof Insulation & Venting	Fransen Pittman	Severance FP OCO 002	\$57,556.66
FP-S-011	6/14/2023	Severance COR 011 Light Duty Asphalt Paving - Construction Contingency	Fransen Pittman	Severance FP OCO 002	\$0.00
FP-S 010	8/28/2023	Severance FP COR 010 CREDIT for Owner provided RFID bookdrops	Fransen Pittman	Severance FP OCO 002	(\$5,423.00)
FP S-008	6/26/2023	Severance FP COR 008 - ASI 002	Fransen Pittman		\$41,668.38
FP S-007	6/14/2023	Severance FP COR 007 - ASI 001	Fransen Pittman		\$19,791.39

Procurement Summary

Shelf Image has been awarded the shelving package.
OfficeScapes has been awarded the furniture package.
Jade Miller is making the community table.

Contracts Summary (no change from last month)

ID	Created	Title	Contracted Org	Contract	Committed	Total Completed & Stored
13	10/19/2023	Severance - Iconergy Commissioning	Iconergy Ltd.	\$15,000.00	\$15,000.00	
12	07/06/2023	Severance - Xcel Energy Electrical	Xcel Energy	\$48,965.28	\$48,965.28	\$48,965.28
11	02/28/2023	Severance - Majestic Survey - Alta survey, utility locate, plat subdivision	Majestic Surveying	\$6,730.00	\$6,730.00	\$2,750.00
10	02/28/2023	Severance - Xcel Energy - Gas Service	Xcel Energy	\$6,698.62	\$6,698.62	\$6,698.62
9	01/31/2023	Kumar-Material Testing	Kumar and Associates - Denver Office	\$20,615.00	\$20,615.00	\$11,373.25
8	12/19/2022	Delich Associates - Severance Traffic Study	Delich Associates	\$2,120.00	\$2,120.00	\$2,120.00
7	08/31/2022	Fransen Pittman	Fransen Pittman General Contractors	\$11,546.00	\$6,680,493.50	\$3,751,955.26
6	08/10/2022	Elevation Constructors Inc - Low Volt	Elevation Constructors	\$3,100.00	\$5,603.00	\$5,603.00
5	05/12/2022	Geotech - Kumar & Associates	Kumar USA	\$4,485.00	\$4,485.00	
4	04/26/2022	Delich Associates - Traffic Study	Delich Associates	\$3,425.00	\$3,425.00	\$3,425.00
3	03/09/2022	Ratio Architects	Ratio Design	\$476,461.00	\$509,248.83	\$459,905.95
2	01/12/2022	Majestic Surveying	Majestic Surveying	\$4,480.00	\$4,480.00	\$4,480.00
1	10/25/2021	Wember Contract	Wember, Inc.	\$162,356.00	\$232,356.00	\$187,996.21
			Total:	\$765,981.90	\$7,540,220.23	\$4,485,272.57

Invoicing

For the current month:

Date	Title	Contract	Committed Cost	Completed & Stored	Completed & Stored To Date	Retainage This Period	Retainage To Date	Retainage Paid	Retainage Paid To Date	Current Payment Due	Balance To Finish
10/30/2023	Fransen Pittman - Severance Pay App 06	Fransen Pittman	\$6,680,493.50	\$406,125.14	\$3,751,955.26	\$20,306.24	\$187,597.75	\$0.00	\$0.00	\$385,818.90	\$2,928,538.24
10/19/2023	Kumar Invoice 223707	Kumar-Material Testing	\$20,615.00	\$2,333.25	\$11,373.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,333.25	\$9,241.75
10/10/2023	Fransen Pittman - Severance Pay App 05	Fransen Pittman	\$6,680,493.50	\$673,140.89	\$3,751,955.26	\$33,657.04	\$187,597.75	\$0.00	\$0.00	\$639,483.65	\$2,928,538.24
10/11/2023	Wember Invoice #2021.24-27	Wember Contract	\$232,356.00	\$7,865.71	\$187,996.21	\$0.00	\$0.00	\$0.00	\$0.00	\$7,865.71	\$44,359.79

Contingency & Allowance Summary

See attached Contingency Log from Fransen Pittman.

Next Steps (major)

-

Photos / Docs / Attachments



WEMBER Oct 26, 2023 at 10:27:10 AM



WEMBER Oct 26, 2023 at 10:26:08 AM





***Contingency/Allowance Report**
Grouped by Budget Code

Clearview Severance Library (3145.C3)

5 Timber Ridge Parkway
Severance, CO 80550

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
01-1801 05: *Construction Contingency - Other						
*Construction Contingency - Other	132,108.00					
[PCO Num: 024] (Contingency Asphalt)				-4,061.19		
[PCO Num: 030] (Board Form Seat Walls)				-3,130.00		
[PCO Num: 034] (Asphalt repair in City ROW)				-31,530.90		
[PCO Num: 044] (*Construction Contingency - Recycled Asphalt)				-15,000.00		
[PCO Num: 045] (*Construction Contingency - RFI 055- Box Walk Changes)				-1,789.00		
01-1801 05	132,108.00	0.00	132,108.00	-55,511.09	0.00	76,596.91
02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE						
*Striping at Timber Ridge Pkwy ALLOWANCE	10,000.00					
02-9904 04	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
02-9905 04: *Top Soil Amendments for Planting Areas						
*Top Soil Amendments for Planting Areas	22,000.00					
02-9905 04	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
08-9902 04: *Window Film Allowance						

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
08-9902 04: *Window Film Allowance						
*Window Film Allowance	5,000.00					

08-9902 04	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
09-9902 04: *Flooring Preparation						
*Flooring Preparation	8,000.00					

09-9902 04	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
09-9905 04: *Mural ALLOWANCE						
*Mural ALLOWANCE	2,790.00					

[PCO Num: 041] (*Mural ALLOWANCE)				-2,790.00		

09-9905 04	2,790.00	0.00	2,790.00	-2,790.00	0.00	0.00
12-2000 04: *Window Treatments Allowance						
*Window Treatments Allowance	5,000.00					

[Contract Num: 3145.C3-702] (*Window Treatments Allowance)						

[PCO Num: 026] (*Window Treatments Allowance)				0.00		

12-2000 04	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
Grand Totals:	184,898.00	0.00	184,898.00	-58,301.09	0.00	126,596.91

MEMORANDUM

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

Date: November 30, 2023
Re: 2024-2025 Draft Strategic Plan
Item 5.1: New Business

Background / Discussion

The Library District formed a Strategic Planning Committee in late spring of 2023. The Committee, made up of members of the community, library staff, administration, and trustees, met throughout the summer. The resulting plan is a product of their time, effort and dedication. The Strategic Plan, *Together Forward*, will guide the Library District for the next two years, through the completion and opening of the branch in Severance and beyond as the district strategizes for future growth of the district.

Recommendation(s)

The Director and Administrative Team, as well as the Strategic Planning Committee, recommend the adoption of the 2024-2025 Strategic Plan for the Clearview Library District, *Together Forward*.

Attachments

Draft Strategic Plan, *Together Forward*.

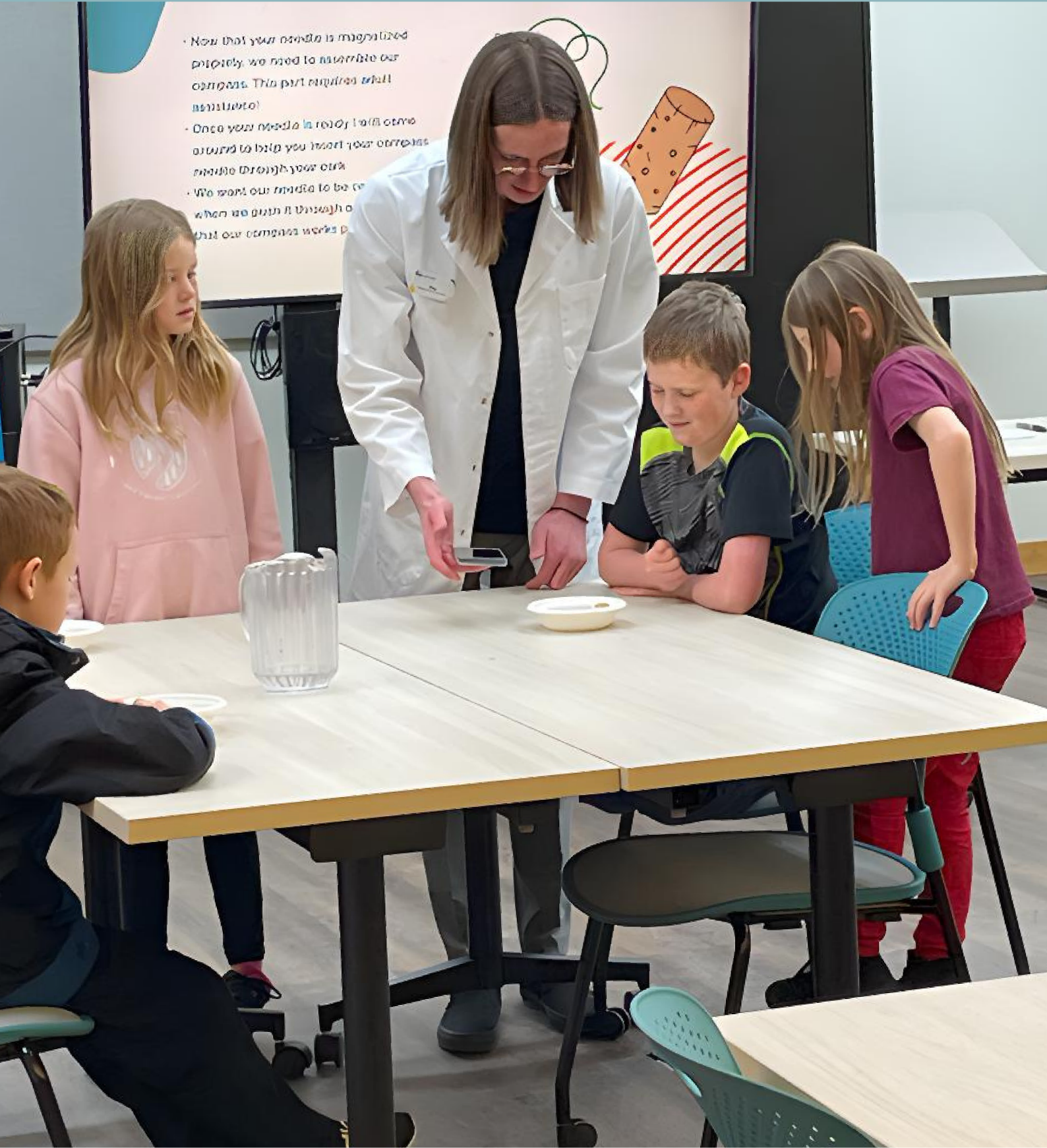
All Together Now

2024 - 2025 STRATEGIC PLAN

TOGETHER FORWARD

OUR MISSION

CULTIVATE CURIOSITY. ENLIGHTEN THE MIND.
STRENGTHEN THE COMMUNITY.



INSIDE



WINDSOR-SEVERANCE LIBRARY

720 3rd Street
Windsor, CO 80550
clearviewlibrary.org

ADMINISTRATIVE SERVICES BUILDING

1194 W Ash Street
Windsor, CO 80550

LIBRARY DIRECTOR

Ann Kling
director@clearviewlibrary.org

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GREETINGS FROM OUR LIBRARY BOARD
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OUR CORE VALUES
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EXPLORE WHAT OCCURRED WHEN DEVELOPING THIS PLAN.
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LEARN WHEN AND HOW OUR PROGRESS REPORTS WILL BE SHARED.

FROM THE BOARD

The Clearview Library District Board is pleased to present the 2024-2025 Strategic Plan to our community.

The Library District is at a pivotal point in its history. As a result of the previous strategic planning process and the facilities plan, A Plan for the Future, that followed, the district has accomplished two of its goals: purchasing an administrative building to free up space for the public at the Windsor-Severance Library, and remodeling the Windsor-Severance Library.

The third goal, a branch library in Severance, is well underway and expected to be completed in the spring of 2024. Opening a branch library in Severance is a big project that will require a great deal of the Administrative Team's energy and time in 2024 as they complete the building project, furnish the building, hire staff, open the building for the public, provide programming and services, and then monitor use to ensure the building is meeting the needs of the community.

While opening the first district branch library is an important step in serving our growing community, the Board trusts that the staff will continue to provide excellent programs and services to meet the changing needs of the community. A strategic plan informs budgeting decisions, staffing, and much more and is a necessary part of library management. We are grateful to the people who took time out of their busy schedules throughout the summer to serve on the Strategic Planning Committee, providing valuable feedback to move the library district forward.

- *Brianne McClure, Parent of Young Children*
- *Cindy Schiller, Active Adults*
- *Erica Rose, CLD Friends and Foundation Board*
- *Felicia Jarrett, Severance Chamber of Commerce*
- *Jason Larsen, Faith-based Community*
- *Jen Mulch, Parent of Young Children*
- *Jennifer Bradley, Library Staff*
- *Jeromey Balderrama, Library Board*
- *Jesse Feavel, Library Staff*
- *Julie Cline, Town of Windsor Board*
- *Katherine Mercier, Windsor History Museum, Arts & Heritage*
- *Kelly Hall, Active Adults*
- *Lisa Gagliardi, Library Board*
- *Mollie Amundson, Weld RE-4 School District & CLD Friend of the Library*
- *Stephen Gagliardi, Town of Severance Board*
- *Tara Fotsch, Windsor Parks, Rec. & Culture*
- *Teen Advisory Group (TAG)*
- *Trevor Wagner, Library Staff*

Many thanks to members of the Library District's Administrative Team, Beth Gallinger, Casey Lansinger-Pierce, Natalie Wagner, and Ann Kling, for their time, planning, and leadership during the strategic planning process.

A special thank you to the members of the Teen Advisory Group (TAG) who volunteered their time and opinions: Jack Farmer, Kalista Kuhn, Ari Lumba, Cortana Thrasher, Reed Townsend, and Mason Workman.

We invite you to read through the plan and provide any comments or suggestions to Ann Kling, Library Director, via email at director@clearviewlibrary.org. Your valuable input is greatly appreciated. We look forward to making our great library district even better in the coming years.

CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES



**JEROMEY BALDERRAMA,
BOARD PRESIDENT**

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**KENDRA ADAMS,
TRUSTEE**

kendra.adams@clearviewlibrary.org

ABOUT US

OUR CORE VALUES

INCLUSIVE AND WELCOMING

The library serves the entire community, and works to ensure that people of all ages, abilities, and backgrounds feel welcomed and are provided resources. A key component of providing equitable, inclusive service is being a free resource for our community.

COMMUNITY DRIVEN

At the library, we're responsive to the wide-ranging needs of the community. As one of several organizations serving the community, our professional and customer-oriented staff work to not only meet the request at hand, but to also delight our patrons with unexpected recommendations.

INNOVATIVE AND FORWARD LOOKING

The library remains at the forefront of technology, seeking resources that expand opportunities for learning and cultivating curiosity. In collaboration with our community, we proactively plan for the future, yet remain open to new ideas and innovations.

A GATHERING PLACE FOR THE COMMUNITY

Our library is a safe and inviting space to come together and strengthen our bonds. From meet ups to work space, and a place of learning to social interactions, our community is strengthened by being together at the library.

A SOURCE OF LIFELONG LEARNING

The library is a catalyst for our community's lifelong learning. Our services, resources, and programs — online and within our spaces — spark curiosity and engage the mind of every age and any interest.



EXECUTIVE SUMMARY

A Strategic Plan is an important piece in the operation of a library district. The previous strategic plan, which covered the years 2020-2022, sought public input in a variety of ways. For our 2024-2025 planning process, the Library District formed a diverse Strategic Planning Committee with representatives from key institutions and populations within the communities we serve. This includes the Towns of Windsor and Severance, the Weld RE-4 School District, the business and cultural communities, parents, the faith-based community, the active senior population, the Friends and Foundation of the Library District, as well as library board members and staff.



THE PROCESS

The committee began meeting in June 2023 and held two-hour meetings in June, July, August, and September. In the first session, committee members had the chance to independently and collectively, as part of a small group, identify areas, programs, and services they felt could be added or enhanced within the library district. The second session focused on reviewing what the library district currently provides for our citizens. In the third session, the Administrative Team drafted goals based on the feedback gathered from the first two sessions. In the fourth session, the Administrative Team presented draft goals, including action items, projects, and the designated person or group accountable for their oversight.

THE LIBRARY BOARD APPROVED THE 2024-2025 PLAN ON NOVEMBER 30, 2023.



FOCUS AREAS

Based on the work of the committee, there are five areas of focus for the library district in the next two years:

- **COMMUNICATION**
- **IT/TECHNOLOGY**
- **PARTNERSHIP**
- **PROGRAMMING**
- **SPACE**

TEEN VOICES

MEETINGS WITH OUR TEEN ADVISORY GROUP (TAG)

Public Services Manager Casey Lansinger-Pierce met with Clearview's Teen Advisory Group on July 6 and September 22 in order to gather feedback for the strategic plan.

The Teen Advisory Group (TAG) consists of 7 enthusiastic teens who are regular library users. This group meets quarterly with our teen librarian to help plan programs and make collection suggestions.

The group was asked a series of questions to establish their current perceptions of the Clearview Library District and the Windsor-Severance Library. Some of their responses are listed below. Overall, they overwhelmingly feel a sense of belonging at the Windsor-Severance Library.



- **WELCOMING -**
"I feel like I could describe it (library) as my safe haven."
- **FRESH -**
New/remodel and unique things to check out like Explore Kits.
- **DIVERSE**
Lots of choices - space (quiet, busy, focus); variety in collection; organization; made for a wide range of ages; inclusive.
- **FUN -**
Books are entertaining and the library has fun activities and programs, i.e. Teen Video Gaming Area, and computers in Teen Space.
- **LIVELY -**
Active in the community; "You go to schools and interact with students."
- **QUAINT -**
Not a huge space but still lots to do; great book selection; fun programs with the space that we have.
- **ACTIVE -**
The library is everywhere in the community; places you don't expect.
- **COMMUNITY -**
"I remember the BOMO would come to my neighborhood."
- **PEACEFUL -**
Quiet and you can actually think without people yelling (at least 5 others agreed with this); my house is too loud and this is a quieter place to study. Close to WCA; central location; quiet but not loud.

When asked what they would include in their "perfect" library, their responses ranged from collection expansion to more artwork displayed on the walls to programs that they think the library should offer for teens. In fact, we received a long list of program ideas from the TAG group; many of which we will consider as we develop programs for the new Severance branch.

OUR GOALS AND TAG FEEDBACK

During the second meeting, teens were asked to respond to several ideas that came up during Strategic Planning Committee meetings.



COMMUNICATION, PROGRAMMING, AND MORE

Under communication initiatives, the Strategic Planning Committee suggested using teens as brand ambassadors as a way to spread library information to their peers. When asked how they might go about this, the TAG group offered the following ideas:

- Recruit and work with teachers (who work in the Weld RE-4 School District) to help spread the word.
- Invite friends to programs and then tell those friends to invite their friends to programs.
- Keep in touch / follow up with new program attendees.
- Advertise in more public spaces, e.g., shops along Main Street and places where people have to wait in line and/or have idle time.
- Flyers that stand out through the use of bright colors.
- The group agreed that they don't mind serving as ambassadors, but don't want to be seen as "salesmen."

Under communication initiatives, the Strategic Planning Committee suggested using TikTok to engage with teens. The TAG group unanimously agreed that TikTok is not a platform they would use to find or discover library information and content. In fact, out of six teens, only one actively uses TikTok. Instead, the group suggested making use of Instagram Reels and YouTube videos. They felt that TikTok was only good for attracting a small, very specific audience; TikTok is used for entertainment, not a means to receive information about an organization.

Under communication initiatives, the Strategic Planning Committee suggested using a bulk text platform (such as Shout Bomb) to inform registered patrons about account updates/program information/etc. The teens unanimously agreed that this is a good way to provide information for library users.

COMMUNICATION

FOCUS AREA



GOAL:

Increase awareness of the library district's operations, services, and programs.



OUTCOME:

Residents will have an understanding of Library District services, the importance of the Library District to the community, the needs of the Library District, and the governance and funding of the Library District.



ACTION STEPS:

- Update the Library District's Marketing Plan.
- Make revisions and updates to the Library District's website.
- Explore radio advertising to increase awareness of the services provided by the District.
- Explore clearer ways to provide library usage data to the public.
- Tap into various groups, such as active senior adults, the teen advisory group, etc., to find the best avenues of communication and interests.
- Reinstitute Beyond the Books, the Library District's citizen leadership academy, and Library Road Shows.
- Increase public presentations on a variety of topics related to the library at clubs, board meetings, and other civic groups.

IT/TECHNOLOGY

FOCUS AREA



GOAL 1:

Improve access and visibility of Clearview Library District's Explore Kit collection (library of things), eResources, and other non-traditional library materials.



OUTCOME:

Residents will be able to easily find items of interest, both physical and digital, by searching the Library District's online catalog.



ACTION STEPS:

- Purchase and implement a Discovery Layer for the Library District's online catalog.
- Provide photos and descriptions of items in Explore Kits for the Library District's online catalog.
- Increase the visibility of the Explore Kit collection within the library.

IT/TECHNOLOGY

FOCUS AREA



GOAL 2:

Improve the school library card program to increase access to library resources in Weld-RE4 classrooms.



OUTCOME:

Teachers, parents, and students will better understand the school library card program. Teachers and students will have easier access to library resources through the school card program. Library databases will see increased usage through wider access in classrooms.



ACTION STEPS:

- Work with Weld-RE4 to simplify the registration process.
- Educate teachers and other school staff on the process and resources available.

PARTNERSHIPS

FOCUS AREA



GOAL:

Build and strengthen partnerships with community organizations.



OUTCOME:

Partnerships will be formalized with responsibilities and benefits to each party that are clearly understood. New partnerships will be established.



ACTION STEPS:

- Review and evaluate all current partnerships.
- Establish a Memorandum of Understanding with all major partners.

PROGRAMMING

FOCUS AREA



GOAL:

Community members of all ages will have increased access to an array of diverse programs that enhance their quality of life.



OUTCOME:

Programs will be easier to attend.



ACTION STEPS:

- Hire a consultant to initiate a community assessment to ensure the Library District is meeting the needs and wants of our community through library programs and services.
- Increase access to programs by providing an array of registration and attendance options and by considering the scheduling of programs in order to best accommodate working vs. non-working parents and/or caregivers.
- Formalize the program assessment process and identify a threshold for discontinuing or re-assessing available programs.



SPACE

FOCUS AREA



GOAL 1:

Build a library branch in Severance that meets the needs of the community.



OUTCOME:

The Library District will provide increased access to residents in the northern part of the district.



ACTION STEPS:

- Work with the contractor to complete the building project by the spring of 2024.
- Open the building for the public by April 2024.



SPACE

FOCUS AREA



GOAL 2:

Community members will be aware of meeting spaces that are available for their use.



OUTCOME:

Increased use of meeting rooms.



ACTION STEPS:

- Launch a social media campaign to promote library meeting rooms.
- Advertise meeting room space in local publications.
- Simplify the booking process.



SPACE

FOCUS AREA



GOAL 3:

Evaluate the use of Clearview Library District facilities.



OUTCOME:

Newly created spaces will be used as intended or re-invented for uses that will meet the needs of the community.



ACTION STEPS:

- Monitor the use of newly created spaces at the Windsor-Severance Library, such as the Imagination Room, meeting rooms, and Teen Space, as well as the meeting rooms, spaces and areas in the new library branch in Severance.



SPACE

FOCUS AREA



GOAL 4:

The Library District will, over time, increase the square footage per capita to accommodate a growing population.



OUTCOME:

Community members will have spaces that cultivate curiosity, enlighten the mind and strengthen the community.



ACTION STEPS:

- The Long-range Planning Committee will continue to meet.
- Continue conversations with developers and governments.
- Seek opportunities for shared spaces.
- Report to the public regularly on progress.

NEXT STEPS

WE VALUE FEEDBACK FROM OUR COMMUNITY AND WANT TO KEEP YOU UPDATED ON OUR PROGRESS CONCERNING THIS PLAN OVER THE NEXT TWO YEARS.



QUARTERLY REPORTS

The library director will provide a quarterly progress report to the library board in April, July, October, and January. The library district will publish the reports on its website.



MILESTONES

Important milestones such as the opening of the branch in Severance and the implementation of the Discovery Layer for the online catalog will be featured prominently on social media, in press releases, and on the website.



connect
WITH US

clearviewlibrary.org
hello@clearviewlibrary.org
[@clearviewlibrary](https://www.instagram.com/clearviewlibrary)





MEMORANDUM

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

Date: November 30, 2023
Re: 2024 Library Board Calendar
Item 5.2: New Business

Background / Discussion

Near the end of each calendar year, The Library Board adopts a calendar of board meeting dates and suggested agenda items for each month of the coming year. The calendar may be updated as needs and agenda items arise.

Recommendation(s)

The Director recommends the adoption of the Board Calendar.

Attachments

Clearview Library District Board Calendar, 2024

2024 Clearview Library District Draft Annual Calendar for Board Meetings

January 04	Regular Meeting	Decide on posting location for public notices of meetings. Review public access to information (website) Election of Board Officers and Committee Members Adoption of the 2024 Budget
January 25	Regular Meeting	Policy review
February 29	Regular Meeting	Policy review
March 28	Regular Meeting	Director Submits Annual Report Policy review
April 25	Regular Meeting	Annual Review of Bylaws Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Policy Review
May 30	Regular Meeting	Policy Review
June 27	Regular Meeting	Annual Review of Investments Review and Approve Holiday Closures for 2025 Policy Review
July 25	Regular Meeting	Quarterly Update on the Strategic Plan Quarterly Update on the Director's Goals Review population and housing data for the district Policy review
August 29	Regular Meeting	Audit Committee Reports to the Board Notify Towns and School District of Board Openings Policy Review
September 26	Regular Meeting	Director to share budget and staffing assumptions for 2025 Discuss/agree on evaluation process for the Director Report on Colorado Assn of Libraries Conference

October 5 Interviews of Board applicants Tentative

2024 Clearview Library District Draft Annual Calendar for Board Meetings continued

October 15 Board Receives the 2025 Draft Budget from the Director
Draft 2025 Budget is posted to the website

October 31? Regular Meeting First Reading of the Budget/Budget Hearing
Quarterly Update on the Strategic Plan
Quarterly Update on the Director's Goals
Director Provides Preliminary Goals for 2025

November 21 Regular Meeting Second Reading of the Budget
President Distributes Board Evaluation Forms
Review and Adopt Board Calendar for 2025

December 5 Regular Meeting Adopt the Budget, Certify the Mill Levy, Appropriate Sums of Money
Director's Evaluation
Finalize Director's Goals for 2025
Complete Board Evaluation

Draft Nov. 2023



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Jeromey Balderrama, Library Board President

Date: November 30, 2023
Re: Distribute Board Evaluation Materials
Item 5.3: New Business

Background / Discussion

One of the responsibilities of the Library Board is to conduct a self-evaluation annually. Materials are distributed to the Board at the end of the year by the Library Board President, filled out by Board members and returned to the Board President, who collates the responses and presents the report to the Board at a future meeting.