

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Public Input

[In Person]

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

[Zoom]

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

Director's Report - Ann Kling, Library Director

- Introduction of Staff
 - Lalo Maysonet, Facilities and Fleet Supervisor
 - Cayti Weber-Vowell, Friends and Foundation Director
- Communication
- Monthly Statistics

Follow Up Questions to Board/Liaison Reports

Treasurer's Report - Lisa Gagliardi, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Secretary

Old Business

- Approve Minutes of the January 25, 2024, Regular Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director (Information)
 - All Staff Meeting at Severance Library, March 1, 2024
 - Grand Opening/Ribbon Cutting, Severance Library, April 6, 2024, 1:00 p.m.
- Director Search Update (Information)
- Main Street Property - Jeromey Balderrama, Library Board President (Potential Action)

New Business

- Presentation Weld RE-4 School District: State of Our Schools - Michelle Scallon, Superintendent of Schools, Michael McCullar, Chief Operations Officer, Katie Smith, Communications Director (Information)
- Patron Privacy Policy - Jeromey Balderrama, Library Board President (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, March 28, 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 - January 2024

Districtwide Update - Library Director Ann Kling

Highlights

- Amanda Brian began her career as the Customer Service Manager for the Clearview Library District. This new position for the District will ensure that all Customer Service staff in both libraries are well-trained and ready to provide consistent service to the patrons. Amanda's first task was to hire new staff for the Severance Library.
- On January 4, the Library Board held its organizational meeting at which officers were elected. This meeting, traditionally held at the end of the month, was moved to the first week of January to ensure that Board officers are elected and committees are in place. Moving forward, the organizational meeting will always be held the first week of January. In addition, the 2024 budget for the district was passed at this meeting. This was not the usual schedule for adopting the budget. Normally, state law requires the district to certify its mill levy with Weld County before the 15th of December. Therefore, the budget must be adopted early in December. Statewide, the schedule was disrupted due to legislative changes to residential property tax rates.
- After many months of working with Cordelia Anderson and Ken Magus of CAC Consulting, a new logo and naming convention for Clearview Library District libraries was adopted at the January 25 meeting of the Library Board. Communications Team members Christine Henschler, Brad Vogler, and Jessica Colombo worked with the consultants to garner public input and review preliminary designs. The next step, which will take some time, is to replace the logo on the District's website, social media, templates, and library cards. Consultant Ken Magus will continue working with Christine Henschler and Brad Vogler on additional branding elements.

Opportunities

- Two new liaisons were assigned to the Library District. Jennifer Hansen is representing the Weld RE4 School District, and Craig Joseph is representing the Town of Severance. The role of liaison provides an important conduit for information between the Library District and the liaison's organization.
- The Severance Library building project is entering the final phase of construction. Installation of metal siding is in progress. Additional concrete work is scheduled. Internal work such as painting, electrical, and casework continues. The March All Staff meeting will be held at the Severance Library on March 1. For most staff, this will be their first look at the new library.

Challenges

- Interviewing, hiring, and orienting new staff while continuing to keep on top of regular tasks has been challenging for many of the District's management and supervisory staff, as well as the financial and HR specialists.

Personnel

- Sarah Zurasky joined the District on January 2 as our Accounting Assistant.

Clearview Library District

- Amanda Brian joined the District on January 2 as our Customer Service Manager.
- Diana Hyland began her career as Children's Services Supervisor on January 29, 2024.
- Foster Hepler resigned from his position as part-time Children's Services Assistant.
- Kailin Kelley was promoted to Customer Services Supervisor for the Windsor Library.
- Rob Wygal was promoted to Customer Services Supervisor for the Severance Library.
- Trevor Wagner was promoted to Customer Services Lead for the Windsor and Severance Libraries.
- Adult Services Assistant, Rebecca Robbins was promoted to full-time.
- Mobile Service Assistant, Caleb Shaver was promoted to full-time.

Board of Trustees Meeting Highlights - January 2024

- The Board adopted a new logo and naming convention for Clearview Library District libraries.
 - The board reviewed the results of the annual self-evaluation.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- In January, Becca Sharp, Asa Kennison, and Casey Lansinger-Pierce interviewed candidates for the Children's Services Supervisor position. We were thrilled to eventually offer the position to Diana Hyland. Diana previously worked for the Clearview Library District as a Children's Services Assistant, but left temporarily to accept a position with the Poudre School District. Diana has enthusiastically stepped into her new role and has helped tremendously by taking over many of the supervisor tasks that Becca and Casey were splitting up.
- Two part-time Assistants were promoted to full-time in early January. Adult Services Assistant Rebecca Robbins and Mobile Services Assistant Caleb Shaver are both working full-time hours now. Both employees have made significant contributions to their departments and the library, and we were pleased they could come onboard 40 hours/week.

Opportunities

- Our Communications Specialist has recently hired a photographer to take pictures at several of our programs (Pub Trivia and Storytime, so far); the pictures have turned out exceptional and are already being used for programming promotion. This allows us to move away from using Adobe Stock photos and use photos of our staff, patrons, and spaces instead.
- Our new Stay and Play program, offered after select storytimes, has become quite popular. We've been talking about adding a program like this for a while; the goal of the program is to allow children of similar ages to play together in a welcoming and safe environment while caregivers are given time to socialize with other caregivers. So far, we've seen strong attendance numbers (an average of 40 individuals- kids and caregivers- in each program). We will offer this program at Severance Library, too.

Challenges

- Children's Services Assistant Foster Hepler resigned in January. His sudden departure proved challenging as we needed to pivot and reassign his programs and responsibilities quickly. We are grateful for a flexible team that offered to temporarily cover his programs until we can permanently reassign them. We are grateful for Foster's dedication to public services and programs while he was a part of our team.
 - January was again spent trying to plan new programs for the Severance Library. While the planning is fun and inspiring, there are many moving parts and unknowns that we are working around. We ran into room booking conflicts (typically, this comes from two different programmers wanting to access the same room on/at the same date/time), but as we publish April programs, we seem to have finally worked through all of the logistics.
-

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

Highlights

- In early January, we launched our Adventure Pass program. This program allows patrons to check out a pass to a local attraction, such as a local museum or botanical garden. Fort Collins Museum of Discovery or the Gardens on Spring Creek are two examples of passes that can be checked out, and additional information can be found on our website under [Borrow and Research](#). We did a soft launch of six different locations in early January. We will be advertising and adding additional passes as this program gains popularity. A special thanks goes to Jennifer Bradley and Brad Vogler for their work on this amazing program.
- We began coordinating with the Clearview Library District Friends & Foundation to get volunteers to work on our book recycling program, which we hope will fund the Roku streaming service program. We also began working on setting up the Roku sticks with the streaming services, which we are really excited about!
- Our new 3D printer was delivered and set up in the IT area where staff were trained on using the new printer. IT staff are now working on learning the intricacies of the machine and creating a process for the submission of 3D prints for when the machine moves to Windsor Library later this year.

Opportunities

- Beth Gallinger, Brad Vogler, and Jesse Feavel have worked out a basic plan and checklist for the after-hours meeting space process in Severance. More details will come when the access control is installed on-site, and we can walk through the entire process.
- We spent January scheduling installs and coordinating with vendors for the opening of Severance Library. This includes: Rockfan for all AV equipment, Envisionware for the public computer management and printing, delivery of the self-checks and printer, installation of the book drops, and many more items scheduled to facilitate the opening in April.

Challenges

- The Game Cubes, which hold video games that use a disc, continue to have technical issues and are a barrier to patrons checking out these games. We have begun to look at ways we can adjust the Game Cubes and the inventory inside them to better serve our patrons while

- preventing theft of the video games.
 - We have had problems with our meeting room equipment auto-detecting and switching to new devices when they are plugged in. We have written instructions posted in each room, but this can be challenging for people who are not familiar with the process. We are looking at ways to simplify the process because it could have a major impact on patrons using Severance Library's after-hours rooms without immediate tech assistance.
 - We had Xcel Energy report that there would be a scheduled power outage for approximately six hours on a Saturday, but they failed to mention which of our locations. When asked for additional information, Xcel Energy technicians would tell us all locations or none of our locations, leading to a scramble to plan for the unknown. Ultimately, we were not impacted by their scheduled date, but we had an unscheduled power outage the following Saturday.
-

Customer Service Update - *Customer Service Manager Amanda Brian*

Highlights

- We were able to fill our three open Customer Service leadership positions with internal candidates. Rob Wygal will be the Supervisor at Severance Library. Kailin Kelley is the Supervisor at Windsor Library. Trevor Wagner, the Customer Service Lead, will spend three days at Severance Library and two days at Windsor Library. I believe it will be very beneficial to have a team that already has strong knowledge and dedication to Clearview Library District as we open a second location.
- The Customer Service Specialist team finished shifting the Mystery and Science Fiction sections to make room for the growing Juvenile Fiction collection. They were also able to create space for the Children's team to highlight the Battle of the Books program, which is an important event in the community.

Opportunities

- With the new leadership team in place, they will still be spending a good amount of time at the desk, so we will be able to look at the Windsor Library schedule and determine which hours and positions can be cut.
- As we add more staff with the opening of Severance Library, we are seeing the opportunity to strengthen our training of new staff members so that all staff are adequately trained. The Customer Service leadership team is looking at how we have trained employees in the past and how we can improve the process.

Challenges

- Opening a second branch where only the Customer Service staff and the Supervisor will be permanently based created the challenge of needing to decide how to staff the Most Responsible Person position with the supervisor team that we have for Saturday coverage. We are going to start with an eight-week supervisor rotation where we take turns being based at each location on alternating weeks and still be available by phone and email to the other location. We will reassess if this is adequate coverage after a few months.
- The few days of very warm weather that we often get in January in Colorado came the last

Clearview Library District

week of January. As a result, circulation was down by about 100 checkouts per day during those nice days. It's not really a bad challenge since I think we all welcome that sunny respite in winter!

January 2024 Usage Stats

Key Takeaways:

- Digital circulation continued to do well. It reached its highest month ever, due mostly to Libby (Overdrive) usage.
- With more programs offered compared to both the previous month and the same month last year, there was a corresponding increase in all program-related stats.
- Library patrons increased in comparison to December, which usually has lower patron counts, and in comparison to January 2023, when the library was closed for remodeling.
- The outreach patron count was lower because there were no other outreach events aside from Books and More (BAM).


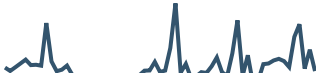


About the Dashboards:

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

About the Metrics:




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

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

Patrons Served			
Counts for Jan 2024	% Change from Dec 2023	% Change from Jan 2023	Sparklines (data since Jan 2019)
Library 10,526	16.26%	246.71%	
Bookmobile 683	-57.04%	371.03%	
Outreach 431	-56.51%	-35.29%	
Total Patrons 11,640	0.04%	202.57%	

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

Month ▾
Jan 2024
Dec 2023
Nov 2023
Oct 2023
Sep 2023
Aug 2023
Jul 2023
Jun 2023
May 2023
Apr 2023
Mar 2023
Feb 2023
Jan 2023
Dec 2022

Circulation			
Counts for Jan 2024	% Change from Dec 2023	% Change from Jan 2023	Sparklines (data since Jan 2019)
Physical Circs 27,193	9.73%	228.74%	
Digital Circs 12,018	11.65%	18.26%	
Database Usage 2,677	-45.22%	33.72%	

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



Programs			
Counts for Jan 2024	% Change from Dec 2023	% Change from Jan 2023	Sparklines (data since Jan 2019)
Program Attendees 2,236	37.68%	68.12%	N/A
Total Programs 108	42.11%	35.00%	
Waitlisted People 126	207.32%	293.75%	
Waitlisted Programs 32	166.67%	146.15%	

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

Month ▾
Jan 2024
Dec 2023
Nov 2023
Oct 2023
Sep 2023
Aug 2023
Jul 2023
Jun 2023
May 2023
Apr 2023
Mar 2023
Feb 2023
Jan 2023
Dec 2022

Cardholders			
Counts for Jan 2024	% Change from Dec 2023	% Change from Jan 2023	Sparklines (data since Jan 2019)
Active Cardholders 5,248	9.45%	54.63%	
New Cardholders 243	50.93%	97.56%	

Website Stats			
Counts for Jan 2024	% Change from Dec 2023	% Change from Jan 2023	Sparklines (data since Jan 2019)
Pageviews 29,587	40.78%	38.23%	

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



Reports of Liaisons

Dale Hall - City of Greeley

- On Wednesday, February 21st, I held a community meeting about growth in Greeley on the West side of Greeley. Your Library Director, Ann Kling, Board President, Jeromey Balderrama, and Board Vice-President, Cole Gerstner attended and I appreciate that attendance. We had staff estimate that potentially 15,000 units are in the queue, waiting to be built. If you consider an average of 2.2 persons per unit, that's quite a bit, and it may happen over the next 5 to 10 years. We also are as a city, looking at various business growth opportunities on the West side of Greeley within this district and believe there will be fruitful negotiations in the future with that. It will only add to the potential of adding more residential units to the area.

Thank you.

Jennifer Hansen - Weld RE4 School District

- WSEA did approach the Board of Education with their desire to pursue a master agreement for certified staff in October. Since the Board's last update, we have had discussions in work sessions on the topic (January 8th and February 5th).
The Board of Education values all staff and is being incredibly thoughtful in this process, this topic is not one to be taken lightly or rushed.
We have listened to both our staff and community on this topic, one theme is increased consistency of practices across the district. Other identified challenge areas WSEA would like addressed are defined work days, plan times and contract hours.
- Superintendent Scallon along with The Board, Windsor Police Dept, Mayor Rennemeyer and former WHS Unified students took on current WHS Unified students during the UNIFIED City Basketball Showcase on February 7th! The attendance and support from the community was amazing and we had the opportunity to raise over 3K for WHS Unified Sports!
- Orchard Hill and Hollister Lake Elementary Schools are taking shape nicely and all construction is on track!
- The principal for CR15 Middle School has been hired! His name is Josh Mallicoat he comes from LeCrescent, MN with 17 years experience as a principal.
- Save the date for the groundbreaking ceremony at SHS, which includes the new CTE Center and the addition. February 28th at 4pm!

Craig Joseph - Town of Severance

- Town Scoop Newsletter - February, 2024
chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.townofseverance.org/sites/g/files/vyhlf4986/f/uploads/2024_february_community_newsletter_1.pdf

Draft Minutes (Unapproved)

Call to Order

President Jeromey Balderrama called the meeting to order at 5:30 p.m.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner (joined online), Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Windsor Liaison Julie Cline, Town of Severance Liaison Craig Joseph, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney William Garcia

Absent: City of Greeley Liaison Dale Hall

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Director Kling asked to move the Introduction of Staff and the Presentation of New Library District Logo and Naming Convention for the Clearview Library District to the top of the agenda. Motion made by Kendra Adams, second by Ron Dunworth, to approve the revisions motion passed unanimously.

Public Input

Public comment was given by community residents present on non-agenda items. There was no public comment given by Zoom community residents.

Director's Report - Ann Kling, Library Director

- Introduction of Staff
 - Director Kling asked staff to introduce themselves to the board.
 - Amanda Brian, Customer Service Manager
 - Laura Blakley, Customer Service Specialist
 - Courtney Harris, Children's Services Assistant
- Communication and Monthly Statistics

- Director Kling referenced the Director's Report. Kendra commented on the Holiday programs and that their attendance doubled this year. Director Kling said attendance is growing because families are interested in attending quality programs that are provided at no additional cost. Jeromey remarked about the elevated stats in database usage.
- A stats sheet was shared during the meeting, discussed, and highlights were noted. Cole shared appreciation for the layout of the stats sheet and said it will be handy to share with the public. Cole thanked Beth for creating it. Kendra added that it is valuable and great for talking points.
- Ron asked if there were concerns about the Douglas County Libraries ransomware attack. Director Kling and Beth shared information on Clearview Library District's software and what information is retained. The district does not retain patron private information such as driver's license, social security number, credit card information, or any banking information. The library district is continually addressing cybersecurity.

Follow Up Questions to Board/Liaison Reports

Jeromey thanked Liaisons for sending in their reports and welcomed new Liaisons Weld RE-4 School District board member Jennifer Hansen and Town of Severance Council Member Craig Joseph. Jennifer and Craig introduced themselves to the board. Jeromey mentioned that there will be an upcoming Liaison training session to learn about sharing news information and collaborating. Jeromey thanked them for joining library board meetings.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa did a narrative format for the financials for December. Lisa said the numbers are preliminary due to invoices still coming in and that the revenue will not change; expenses will most likely increase. Lisa reported on operating revenue, earning 5.5 at Colorado Trust, operating expenses, construction costs, and capital costs. Lisa asked the board to be mindful of the property tax - that there are some legislative changes that may impact property tax relative to assessed values. In addition, be mindful of the operating costs of the new Severance Library once it's open and going forward.

Motion by Kendra Adams, second by Ron Dunworth, to accept the Treasurer's Report as presented for December 2023; motion passed unanimously. Cole Gerstner had stepped away, so he did not participate in the motion.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported that the F&F is looking for new board members. A follow-up interview with a Friends and Foundation Director candidate who had an initial interview in December was held on

January 24. The Friends and Foundation Director position is part-time and will be a Clearview Library District employee under the direction of the Library Director. Rochelle announced that the F&F provided funds for an Explore Kit: Roku Streaming Stick for checkout. Also, the F&F will volunteer time to help scan materials for value prior to shipping them to Dream Books. Rochelle said that Clearview Reads is coming together nicely, tickets are on sale, and VIP seating is limited. The F&F is looking for sponsorship from local businesses.

Old Business

- Approve Minutes of the January 4, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to approve minutes of the January 4, 2024, Regular Board Meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director (Information)
 - Director Kling referenced the report in the packet, reported on visiting the job site, and shared dates for delivery of shelving and materials. Director Kling reported on interviewing and hiring personnel and the hours the building will be open to the public. Beth Gallinger, IT and Technical Services Manager, talked about working on the procedure for using the Severance library after hours. Director Kling shared there will be a Grand Opening celebration on Saturday, April 6, 2024, from 1:00 – 3:00 p.m.

Cole left the meeting at 7:10 p.m. Jeromey elevated Lisa to voting status.

- Director Search Update - Ann Kling, Library Director (Information)
 - Director Kling said that Jeromey, Rochelle, and she all participated in editing the Recruitment Brochure. The brochure will be posted on January 28th, and the application deadline is March 3rd. Director Kling said they are actively working on rewriting/editing the Director's job description. Preliminary interviews for the new Director will be held in March. Final candidates will be interviewed in April.

New Business

- Presentation of New Library District Logo and Naming Convention for the Clearview Library District - Christine Henschler, Communications Specialist, Ann Kling, Library Director (Information and Action).
 - Director Kling stated that board members reviewed the new logo and naming convention prior to the board meeting. Director Kling gave a short synopsis of the branding project. Director Kling thanked Christine, Brad, and Jessica for all their hard work on this project.
 - Cordelia Anderson and Ken Magas gave a presentation and shared that it was their pleasure to work with staff and the community throughout the project. Cordelia

- fielded questions and comments from board members as they held discussions about the logo and naming convention.
- Jeromey thanked the staff, the community, and Cordelia and Ken for all their work.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the new library district logo and naming convention for the Clearview Library District; motion passed unanimously.
 - Library Board Self-Evaluation - Jeromey Balderrama, Library Board President
 - Jeromey shared a presentation of How Well Has the Board Done Its Job. Jeromey referenced the board member's survey and highlighted the results. He added that the slide deck will be shared with the board.

Jennifer Hansen left the meeting at 7:15 p.m.

- Letter of Engagement for the Annual Audit – Ann Kling, Library Director
 - Director Kling said it is required by state law to be audited annually, and the district has worked with Hinkel & Company for the past few years. Director Kling suggested that an RFP go out for the 2024 Audit. For now, Director Kling recommends remaining with Hinkel & Company. Director Kling will ask the auditor to have the audit completed before June 30, 2024, due to her retirement.
 - Motion by Lisa Gagliardi, second by Kendra Adams, to accept the Letter of Engagement for the Annual Audit; motion passed unanimously

Upcoming Agenda

Patron Privacy Policy

Staff introductions

Severance Update

Director Search Update

Summer Adventure Program

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 7:31 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, February 29, 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.

Project Update Report

Project Name: CLD2-Clearview Library District – New Severance Library
Wember Inc. Project Number: 2022.24 CLD2
Issue Date: February 6, 2024
Location: Severance, Colorado
Purpose: Project Update thru January 2024

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 are more than mid-way through construction. Concrete, framing, roofing, drywall, electrical, plumbing, Fire safety, windows, doors, flooring, are all complete. In progress work includes: metal siding, fireplace finishes, casework, ceiling, wall graphic, barn door, security system, AV, and final grading of the site & landscaping. Furniture will begin moving in February 20, 2024.

Pre-Construction Cost Estimating / Design Update

Construction Administration is underway for the design team.

Permitting Update

Full building permit has been issued. FP confirmed with the Town of Severance that an additional building permit is not required for the monument sign.

Construction

Steel framing & wood framing are complete. Roof is complete. All concrete is complete. Drywall & flooring are complete. Ceiling tiles are in progress, as well as other interior finishes such as painting, casework, wall graphic, barn door. Metal siding panels, monument sign, childrens patio fence & landscaping are in progress.

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	2/20/2024 – 3/2024
Book Collection Delivery	3/7/2024

Delays - None

Budget

	A - Initial Budget	B - Budget Changes	C - Current Budget	D - Contracts POs Expenses	E - Change Orders	F - Pending Changes	G - Committed Costs	H - Projected To Complete	I - Projected (Over)/Under	J - Incurred Costs	K - Balance To Finish	L - Projected Remaining to Bill
C..01 - Severance Real Estate	\$400,000	\$0	\$400,000	\$523,583	\$0	\$0	\$523,583	\$0	\$123,583	\$523,583	\$0	\$0
C..02 - Severance Design Fees	\$200,000	\$223,011	\$423,011	\$386,886	\$32,000	\$4,125	\$423,011	\$0	\$0	\$404,607	\$18,404	\$18,404
C..03 - Severance Construction	\$4,190,000	\$1,210,072	\$5,400,072	\$11,546	\$5,317,694	\$70,832	\$5,400,072	\$0	\$0	\$3,984,203	\$1,415,869	\$1,415,869
C..04 - Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000	(\$400,000)	\$625,000	\$491,723	\$0	\$0	\$491,723	\$133,277	\$0	\$217,023	\$274,700	\$407,977
C..05 - C.5 Owners Requirements	\$592,500	(\$19,120)	\$573,380	\$293,380	\$70,000	\$0	\$363,380	\$210,000	\$0	\$316,272	\$47,108	\$257,108
C..06 - C.6 Contingency	\$1,150,000	(\$961,424)	\$188,576	\$0	\$0	\$0	\$0	\$0	(\$188,576)	\$0	\$0	\$0

Risks / Changes (no change from last month)

ID	Date	Title	Contract	Change Order	Amount	Requested Amount (ROM)
FP-S 028	12/12/2023	Sev FP COR 028 Extend Site Stairs and Front Entry (CONTINGENCY)	Fransen Pittman	Sev - Fransen Pittman PCCO 03	\$0.00	\$11,585.00
FP-S 027	12/12/2023	Sev FP COR 27-Soffit Vent Changes	Fransen Pittman		\$9,372.50	\$9,372.50
FP-S 026	12/12/2023	Sev FP COR 026_Add Fireplace Mantle	Fransen Pittman	Sev - Fransen Pittman PCCO 03	\$5,803.38	\$5,803.38
FP-S 025	12/12/2023	Sev FP COR 025 Striping of Timber Ridge Parkway (CONTINGENCY)	Fransen Pittman		\$0.00	\$8,975.00
FP-S 024	12/12/2023	Sev FP COR 024 Adjument to window roller shades qty (CONTINGENCY)	Fransen Pittman	Sev - Fransen Pittman PCCO 03	\$0.00	\$860.00

Procurement Summary

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

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 ▼	Status ▼
1/11/2024	Fransen Pittman - Severance Pay App 08	Fransen Pittman	\$6,775,554.35	\$745,144.75	\$5,243,960.12	\$37,257.24	\$262,197.99	\$0.00	\$39,905.72	\$707,887.51	\$1,531,594.23	Approved
1/10/2024	Wember Invoice #2021.24-30	Wember Contract	\$232,356.00	\$7,475.96	\$210,789.79	\$0.00	\$0.00	\$0.00	\$0.00	\$7,475.96	\$21,566.21	Paid
1/8/2024	Kumar Invoice 225274	Kumar-Material Testing	\$20,615.00	\$1,245.00	\$13,288.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,245.00	\$7,326.75	Paid
1/4/2024	Iconergy Invoice #3101215	Severance - Iconergy Commissioning	\$15,000.00	\$1,500.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$9,750.00	Approved

Date ▼	Title ▼	Purchase Order ▼	Contract ▼	Committed Cost ▼	Invoiced ▼	Invoiced To Date ▼	Balance To Finish ▼	Status ▼
1/18/2024	Tri Tech Security Invoice 34986 - 50% deposit on patio phones	Severance - Tri Tech Patio Phones		\$4,579.00	\$2,289.50	\$2,289.50	\$2,289.50	Submitted for Approval
1/11/2024	Specialty Appliance Quote #GQ1054019 - 50% Deposit	Severance - Specialty Appliance		\$4,805.00	\$2,402.50	\$2,402.50	\$2,402.50	Approved
1/8/2024	Tri Tech Inv 34864 - 50% deposit for Security Sys	Severance Tri Tech Security - Security System Installation		\$12,089.00	\$6,044.50	\$6,044.50	\$6,044.50	Paid
1/8/2024	Tri Tech Inv 34863 - 50% deposit for Camera System	Severance - Tri Tech Camera System Install		\$16,955.00	\$8,477.50	\$8,477.50	\$8,477.50	Paid

Contingency & Allowance Summary

See attached Contingency Log from Fransen Pittman.

Next Steps (major)

- 2/20/2024 Shelving install
- 2/26/2024 Furniture install
- 3/7/2024 Book collection delivery
- 3/11/2024 Community table install

WEMBER

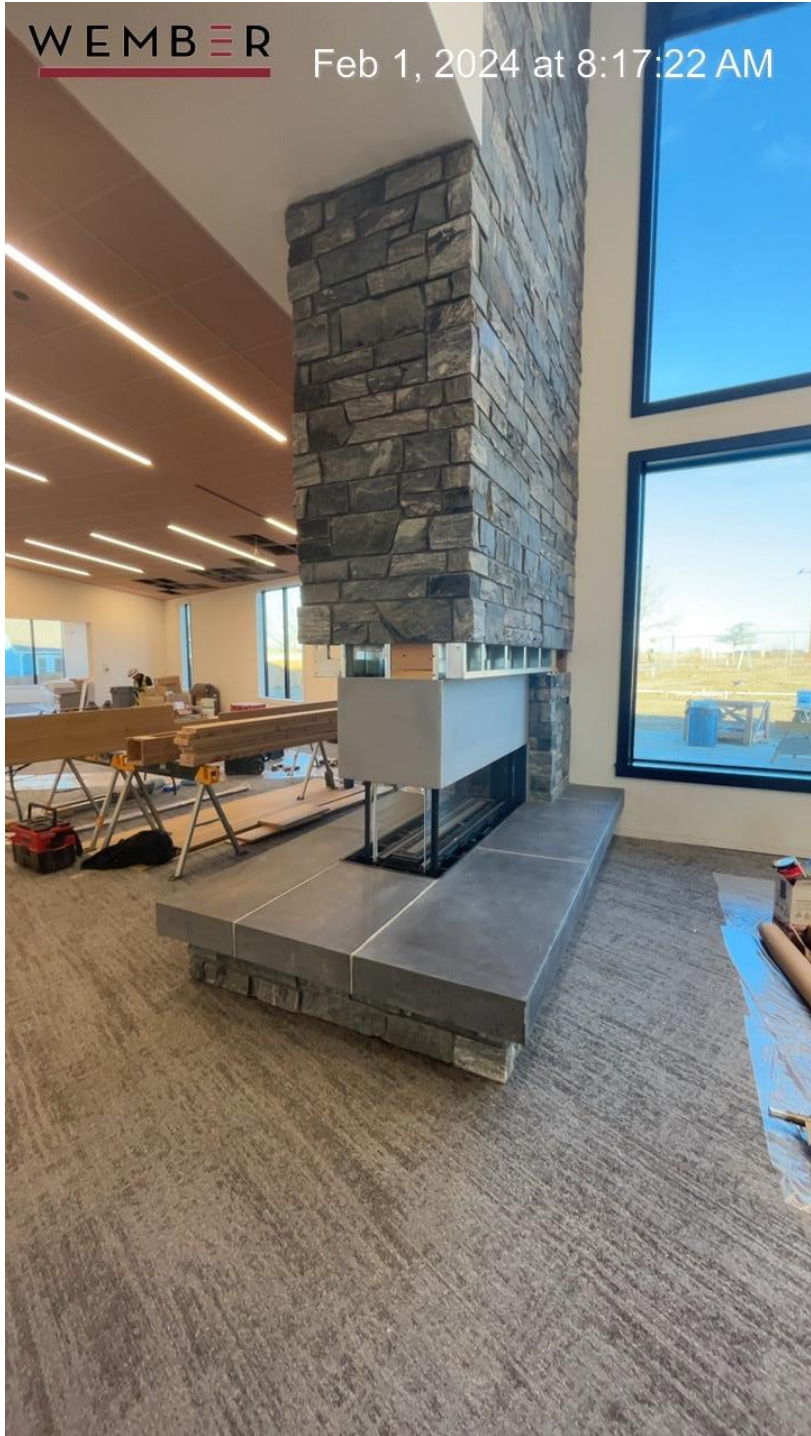
Feb 1, 2024 at 8:16:28 AM





WEMBER

Feb 1, 2024 at 8:17:22 AM



WEMBER

Feb 1, 2024 at 8:24:25 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: 001] (*Construction Contingency - use for planting allowance)				-13,283.00		
[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)				-13,055.00		
[PCO Num: 045] (*Construction Contingency - RFI 055- Box Walk Changes)				-1,789.00		
[PCO Num: 059] (*Construction Contingency - Stair Extension)				-11,585.00		
[PCO Num: 070] (*Construction Contingency - Security Infrastructure)				-17,247.00		
[PCO Num: 071] (*Construction Contingency - bullet resistant panels)				-4,200.00		
01-1801 05	132,108.00	0.00	132,108.00	-99,881.09	0.00	32,226.91
02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE						
*Striping at Timber Ridge Pkwy ALLOWANCE	10,000.00					

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE						
[PCO Num: 055] (*Striping at Timber Ridge Pkwy ALLOWANCE)						
				-8,975.00		
02-9904 04	10,000.00	0.00	10,000.00	-8,975.00	0.00	1,025.00
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						
*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)						

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
12-2000 04: *Window Treatments Allowance						
[PCO Num: 026] (*Window Treatments Allowance)				-3,225.00		
.....						
[PCO Num: 051] (*Window Treatments Allowance)				-860.00		
.....						
[PCO Num: 051] (Labor and material to adjust roller shade quantities: to Collab 115, Teen Collection 118, Collab 119, Childrens 121)				860.00		
.....						
12-2000 04	5,000.00	0.00	5,000.00	-3,225.00	0.00	1,775.00
Grand Totals:	184,898.00	0.00	184,898.00	-114,871.09	0.00	70,026.91

MEMORANDUM

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

Date: February 29, 2024
Re: Main Street Property
Item 4.4: Old Business

Background / Discussion

The sale of the Library District's Property on Main Street in Windsor has been a topic of discussion for the Library Board since the summer of 2023. Offers for the purchase of the property were received from a private entity and the Town of Windsor and were considered by the Library Board. The Library Board provided a counter-offer to the Town of Windsor in late fall of 2023. Several meetings were held between members of the Town Board and Town Manager with the two designated Trustees and the Library Director, the last meeting occurring on December 7, 2023. Given that no updates have been communicated from the Town of Windsor, the Library District's Attorney was directed to contact the Town of Windsor's Attorney for a status on this matter. The Library District's attorney will update the Board at the February 29 meeting of the Library Board.

MEMORANDUM

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

Date: February 29, 2024

Re: Presentation by Weld RE4 School District

Item 5.1: New Business

Background / Discussion

The Library District and the Weld RE4 School District have had a partnership for many years. Both are dedicated to serving the children of our community. The School District has asked for time at the monthly board meeting to provide an update on School District initiatives.

Relationship to Strategic Plan

Partnerships

MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Jeromey Balderrama, Chair, Policy Committee

Date: February 29, 2024
Re: Patron Privacy
Item 5.2: New Business

Background / Discussion

The Library District is bound by Colorado law to protect the privacy of those who use our District facilities and services. The Library District takes the privacy of users very seriously. The management staff and policy committee have reviewed and updated the District's Patron Privacy Policy and the revised policy has been vetted by the District's Attorney.

Recommendation(s)

The Policy Committee and the Administrative Team recommend the updated Patron Privacy Policy for adoption.