

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 Severance Library Staff
- 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 March 28, 2024, Regular Board Meeting (Action)
- Director Search Update - Jeromey Balderrama, Board President (Information)
- Patron Privacy Policy - Jeromey Balderrama, Board President (Action)
- Building Update - Ann Kling, Library Director (Information)

New Business

- Meeting Room Policy - Jeromey Balderrama, Board President (Information, Potential Action)
- Request for Credit Card for Facilities and Fleet Supervisor - Ann Kling, Library Director (Action)
- Quarterly Update, Strategic Plan - Ann Kling, Library Director

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to contract negotiations with the future library director.

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contract compliance.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, May 30, 2024, 5:30 p.m. – Windsor 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 - March 2024

Districtwide Update - Library Director Ann Kling

Highlights

- Both excitement and stress were building as the staff got closer to the opening day celebration for the library in Severance. There was much to get done, such as unloading and shelving 18 pallettes of library materials, final punchwalks, publicity, equipment installation, hiring and training of staff, and more. See the Manager Reports below for details.
- The Library Board Director Hiring Committee, President Jeromey Balderrama, and Board Member Rochelle Brotsky were working with consultant June Garcia to screen candidates for the director position and begin to make arrangements for Finalist's Weekend, which will be held on April 19-20.
- Director Kling attended the Friends and Foundation meeting on Wednesday evening, March 20. The Foundation Board was given a tour of the building prior to the meeting. They were impressed with the appearance of the building and the services it will provide.
- On Tuesday, March 26, Director Kling gave the Severance Town Council and Severance Town Staff a tour of the Severance Library. Director Kling answered questions about programming, collections, and obtaining a library card.

Opportunities

- The greatest opportunity for the month has been completing the final steps to a multi-year building project that will provide a second library for the Clearview Library District. A great deal of thought, energy, and district resources have gone into this library which will better serve the residents of Severance and the surrounding communities.

Challenges

- Doors and security for the Severance Library have been challenging for Beth Gallinger and her IT team, for Rob Wygal as the Severance Customer Service Supervisor, and for Director Kling. There have been breaches of security calls and access issues for staff. Fransen Pittman continues to work with the company who provided the doors and the company who installed the access to diagnose the issues and resolve them.

Personnel

- The March 1 All Staff meeting provided an opportunity to have the entire staff see the almost complete Severance Library. Staff, along with Library Board members and Severance Town Council member Craig Joseph, toured the building and asked questions about the library and its operations.
- Lyndsey Deeds, Cynthis Lohnes, Anna Matl, and Sadie Metzler joined the library staff as Customer Service Specialists, who will be assigned to the Severance Library.
- Gary Perko joined the staff as Courier Driver, but unfortunately had to resign due to health concerns. The job has been re-posted.

Board of Trustees Meeting Highlights - March 2024

- Brooke Kardos and Dan Spykstra of Wember, Inc., the library district's Owners Representatives, attended the meeting to update the board on the progress of the Severance Library.
 - An executive session was held for the Purpose of Discussing Personnel Matters Relating to the Director Search. No public action was taken.
 - A second executive session was held for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to development of the Main St. property. No public action was taken.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- In late March, we received our opening day collection in Severance. Many staff members pitched in to get books on shelves and to get the library ready for the April 6 grand opening.
- Many Public Services staff members spent significant time in March getting ready for new programs that will launch in April in anticipation of the new Severance Library. I am excited to present details of those programs in the May Director's Report.
- Trisha Parsons, along with Julie Santilli and Diana Hyland, began visiting participating schools to hold in-school battles for Battle of the Books. This long-running partnership with WCA and Weld RE-4 grows every year and culminates in a final battle that spans over the course of two weekends in early May at the Windsor Library.

Opportunities

- We began digging into SAP (Summer Adventure Program) planning in March. The dates of this year's program are June 3 - August 2; the kick-off event is scheduled for June 3 and will take place at the new Severance Library; the end of the summer carnival is scheduled for August 3 at the Windsor Library. This year's theme is Adventure at Your Library.
- As we geared up to begin offering programs without registration requirements, several Public Services staff members met to hammer out appropriate language to use on the website for this change. For these programs, we want patrons to remember that we still have maximum capacity limits so that we can offer safe programs with appropriate staff-to-patron ratios. We also met with the Customer Service team to ensure they feel comfortable explaining these changes to patrons.
- Tucker Valentine began offering a new school outreach program at Skyview Elementary in March. This program, called Tech Time with Tucker, offers students a chance to explore our impressive tech toy collection. At the last offering, Tucker saw 46 students drop by.
- We hosted representatives from the Universal Pre-K program for one week at both of our storytime blocks to help inform our community about this wonderful program. The reaction from the UPK representatives was very positive and many caregivers thanked us for bringing this information to them.

Challenges

- Unfortunately we ran into bookmobile maintenance issues in March while Katie Northern - our go-to on all things bookmobile maintenance - was out of town. Thankfully, the Mobile Services team stepped up to help handle the logistics of getting the bookmobile to and from the mechanic, and the bookmobile was back on the road in about a week.
 - Our Children's Services Supervisor and Children's Librarian II interviewed six people for two Children's Services Assistant positions and felt overwhelmingly positive about one of the candidates we interviewed. It was unfortunate, however, that we did not find two people for our open positions. This person was slated to start at the very end of March, but experienced a death in the family. As of April, however, Cristin Altepeter has joined our team and is currently training. She is a fantastic addition!
-

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

Highlights

- On March 7, 18 pallets of books and DVDs for the Severance Library opening day collection arrived. Thanks to the monumental effort by the technical services team, Customer Service staff and all Clearview Library staff, we sorted and shelved all of these items in eight days. Staff worked tirelessly to make this happen - a huge shout out to everyone who worked on this project!
- Bibliotheca came to install and configure the new RFID check in book drops. The installation went smoothly and by the end of the day, we were able to check in books as they were returned into the library book drops. The trials of this equipment have gone really well and we are excited to share this new equipment with Severance Customer Service Specialist staff.
- All seven of the display screens at the Severance Library were mounted and programmed in March. Once that was completed, Rockfan was able to install the sound/video bars in the conference and small meeting rooms. The iPads for meeting room reservations were also mounted so that patrons will be able to reserve the meeting rooms on the spot. The conference room and small meeting rooms are ready for the grand opening and patron use.

Opportunities

- Rockfan completed the installation of the large meeting room AV equipment but we are making a few changes to streamline the process for staff and the public to use the room with minimal IT support. A part needed to be ordered to facilitate this so we also ordered the assisted listening device at this time. Unfortunately, this delayed the completion of the large meeting room AV until early April.
- We had a meeting with the key stakeholders for the after hours meeting room access process and IT gave an overview of how it would work for IT, Customer Service staff and patrons. We had a great conversation and with some minor adjustments, we adopted this process. The only thing left to figure out is the access control system which we are waiting on Servitech to finish so access codes assignment can be documented and staff can be

trained.

Challenges

- We continue to be frustrated with Servitech and the access control system for the Severance building. The doors are not programmed correctly and we are becoming worried about how close it is to the grand opening. We have expressed our frustration to Fransen-Pittman and they are working to help with the situation.
 - The UPS for the Severance Library is not working correctly - it doesn't seem to be holding a charge and is constantly beeping. We ordered a new one to get it in place asap and have a ticket open with Dell for hopefully a quick resolution. Once fixed, the broken UPS will become a dedicated backup power source for our server at the Severance Library.
-

Customer Services Update - *Customer Service Manager Amanda Brian*

Highlights

- Teamwork was the theme for March for both the Severance and Windsor Customer Service Staff groups. The four Customer Service employees we hired for Severance did all their training at Windsor. I appreciated how the Windsor team all chipped in to make sure the Severance team felt comfortable knowing all of our policies, procedures, and systems. It was a full two weeks of shadowing and training, and I know the Severance team left feeling well prepared!
- There was a lot of team work involved in unloading the eighteen pallets of books that were delivered on March 7. The Severance team spent the second week of March helping Beth's team unload and shelve the books. The project was completed quickly, and I know the Severance team enjoyed being able to be part of setting up their new location.

Opportunities

- Knowing that I had one month where both the Customer Service Staff teams would be in the same building, I decided to hold a joint meeting. We used the opportunity to review our Customer Service Philosophy. We separated everyone into four groups who reviewed one part of the philosophy and then presented to everyone how we currently implement these ideas and how we can improve them. If you'd like to review the four parts they can be found here: [Customer Service Philosophy](#). The discussion was lively, and I believe it reaffirmed to each employee how valuable their contributions are to the district and the community.
- We had a challenge that turned into an opportunity! Windsor found ourselves unexpectedly short-handed Tuesday and Thursday nights and Friday mornings. Filling only 12 hours can be challenging because it can be difficult to find someone that wants only a few hours. However, after interviewing three candidates, we hired Amanda Matl. The wonderful opportunity is that Amanda is willing to pick up extra shifts at both locations. This is going to be especially helpful as we head into the summer season and have a lot of staff on vacation. We are thrilled to have Amanda as part of the team!

Challenges

- Our joint Customer Service Staff meeting was so successful that we know we will want to hold these on at least a quarterly basis. The challenge will be finding a time where we can get desk coverage for both locations.
 - With two locations, we want to make sure that all staff members are giving out consistent messages and the same excellent service to the public. This will take some work from Kailin, Rob, and me to make sure that we are giving every team member the same information and training.
-

March 2024 Usage Stats

Key Takeaways:

- Kanopy views were higher than normal in March. Digital circulation overall continued to grow in comparison to the previous year.
- Although the number of new cardholders was down compared to the previous month and the same time last year, the number of new cardholders was actually close to average; February 2024 and March 2023 were just higher-than-average months for new cardholders.
- Database sessions remained high due to Pebblego usage.
- The United Way Children's Festival gave outreach patron counts a boost.
- The program attendance increase came mostly from the Battle of the Books.


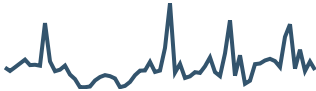
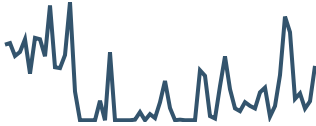

About the Dashboards:

- 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 Mar 2024	% Change from Feb 2024	% Change from Mar 2023	Sparklines (data since Jan 2019)
Library 10,818	-0.94%	185.81%	
Bookmobile 731	-32.75%	-25.18%	
Outreach 2,002	186.00%	360.23%	
Total Patrons 13,551	6.63%	160.75%	


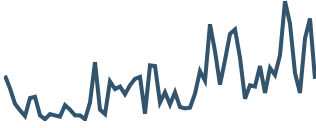
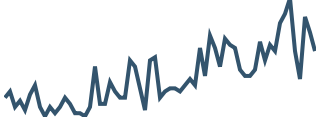
Select a date to see that month's data. Cumulative data is shown until a date is selected.

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

Circulation			
Counts for Mar 2024	% Change from Feb 2024	% Change from Mar 2023	Sparklines (data since Jan 2019)
Physical Circs 28,059	5.13%	-10.42%	
Digital Circs 12,026	4.21%	12.40%	
Database Usage 9,899	-2.30%	396.69%	



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




Programs			
Counts for Mar 2024	% Change from Feb 2024	% Change from Mar 2023	Sparklines (data since Jan 2019)
Program Attendees 2,885	36.79%	67.05%	N/A
Total Programs 111	6.73%	13.27%	
Waitlisted People 63	-59.87%	23.53%	
Waitlisted Programs 21	-22.22%	40.00%	

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

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

Cardholders			
Counts for Mar 2024	% Change from Feb 2024	% Change from Mar 2023	Sparklines (data since Jan 2019)
Active Cardholders 5,195	-0.80%	2.59%	
New Cardholders 231	-36.36%	-27.13%	

Website Stats			
Counts for Mar 2024	% Change from Feb 2024	% Change from Mar 2023	Sparklines (data since Jan 2019)
Pageviews 28,210	-3.31%	20.32%	

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



Patrons Served

37,899



Average Monthly Card Users

5,227



Total New Cards

837

Virtual Circulation

35,584



Average Monthly
Active Virtual
Borrowers

2,497

Total Program Attendance

7,140

Number of Programs

316



Physical Circulation

81,942

Windsor 75,988

Bookmobile 5,445



Average Monthly Computer Users

421

Total Computer Sessions

2,476

Average Monthly WiFi Usage

616

Total Website Usage

86,973

2024 - Quarter 1

Clearview Library District March 2024 Treasurer's Report

The financials include a Statement of Revenue and Expenditures. As of the date of this report, all of the Bank of San Juans (certificates of participation proceeds) have been used on the Severance Branch construction. The balance of the construction expenditures will come from reserves and the remaining DOLA grant funds.

The average monthly yield for March in Colotrust is 5.4521%.

Operating Revenue is at 20% of budget and on target to meet budget amounts.

Operating Expenses are at 19% of the operating budget.

- With 25% of the year elapsed through February, all operating expenses are equal or less than budget.
- The lease payments on the Severance Branch certificates of participation occur in June and December.

Other Sources and Uses

- The District realized revenue of \$142k for a grant on the Severance construction. There is approximately \$120k remaining to be realized on the \$500k grant.
- The construction costs for the Severance Branch are at \$1.9 million to date and are exceeding budget by 26%. The Director will propose a budget supplemental for the remainder of construction costs in a future month. This is essentially a roll-over of unspent budget from 2023 that will need to be re-appropriated in 2024 and not a condition of the total project being over budget.

Change in Fund Balance

- The District is showing a \$1.1m reduction in fund balance to date primarily related to the capital expansion costs of the Severance Branch.

The balance sheet is presented in a government format that shows current assets, current liabilities and fund balance. Fund balance is the available resources of the organization as of the end of the month. Fund balance is shown in three categories - restricted, committed, and unrestricted or unassigned.

Clearview Library District
March 2024 Financials

	Mar 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	516,727	1,625,185	8,233,544	20%
Specific Ownership Tax	23,154	72,242	245,000	29%
Other Income	38,390	110,956	424,586	26%
Total Operating Revenue	\$578,270	\$1,808,383	\$8,903,130	20%
<u>Expenditures</u>				
Salaries and Wages	205,908	582,624	2,899,805	20%
Benefits	62,800	171,389	1,021,325	17%
Operating	71,877	189,128	690,505	27%
Materials	34,753	112,808	509,500	22%
IT	3,655	33,027	253,200	13%
Programming	8,414	15,559	87,500	18%
Public Relations	17,892	27,243	124,643	22%
Vehicles	500	1,449	26,000	6%
Capital Existing	37,689	37,689	250,000	15%
Lease Payment - Branch	-	-	356,606	0%
Total Operating Expense	\$443,488	\$1,170,917	\$6,219,084	19%
Operating Revenue Over (Under) Expenditures	\$134,783	\$637,466	\$2,684,046	24%
<u>Other Financing Sources (Uses)</u>				
DOLA	-	142,457	173,440	82%
Capital - Expansion	(356,384)	(1,923,872)	(1,523,660)	126%
Total Other Financing Sources (Uses)	(\$356,384)	(\$1,781,415)	(1,350,220)	0%
Net Increase (Decrease) to Fund Balance	(\$221,601)	(\$1,143,949)	\$1,333,826	24%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of March 31, 2024
Mar 31, 24

ASSETS

Current Assets

Total Cash and Investments 8,629,655.58

Other Current Assets

1165 - Other receivables 590.00

1170 - Prepaid Expenses 19,572.71

Total Other Current Assets 20,162.71

Total Current Assets 8,649,818.29

TOTAL ASSETS 8,649,818.29

LIABILITIES AND FUND BALANCE

Liabilities

Current Liabilities

Accounts Payable

2000 - *Accounts Payable 474,767.96

Total Accounts Payable 474,767.96

Other Current Liabilities

Total Other Current Liabilities -985.66

Total Current Liabilities 473,782.30

Total Liabilities 473,782.30

Fund Balance

2860 - Non-Spendable

2860.01 - Prepaid Items 19,573.00

Total 2860 - Non-Spendable 19,573.00

2861 - Restricted

2861.01 - TABOR Requirement 135,000.00

Total 2861 - Restricted 135,000.00

2862 - Committed

2862.01 - Operating Reserve 2,115,204.00

2862.02 - Capital Reserve 1,149,236.00

2862.03 - Long-Term Building 2,641,547.00

Total 2862 - Committed 5,905,987.00

2863 - Unrestricted, Unassigned 3,259,425.44

Net Change in Fund Balance -1,143,949.45

Total Fund Balance 8,176,035.99

TOTAL LIABILITIES AND FUND BALANCE 8,649,818.29

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 (joined online), Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, 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, Town of Windsor Liaison Julie Cline

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 announced that there is no staff to introduce. Cole requested that session: Patron Privacy, Second Reading be tabled until April's regular board meeting. Motion made by Kendra Adams, second by Ron Dunworth, to approve the revisions; motion passed unanimously.

Public Input

No public comment was given.

Director's Report - Ann Kling, Library Director

- Communication and Monthly Statistics
 - Director Kling referenced the Director's Report and answered questions.
 - Kendra asked about statistics for the two libraries. Director Kling said that there will be separate statistics for each library.

Follow-Up Questions to Board/Liaison Reports

As a Clearview Library District Liaison, Kendra asked Liaisons to understand the library district's goals and the 2021 Facilities Plan, [A Plan for the Future](#). Craig asked about having a seed program at Severance Library to complement what Windsor Library currently has implemented. Director

Kling replied that a plan is in place to replicate the seed program that is at Windsor Library at Severance Library.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported on the February financials, year to date. Lisa said that Erin will be meeting with the accountant in the next few weeks. Lisa reported that the money from the Bank of San Juans related to the certificate of participation have all now been expended on the Severance Library. Lisa finished up her report with an update on operating revenue and expenses.

Motion by Rochelle Brotsky, second by Ron Dunworth, to accept the Treasurer's Report as presented for February 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Director Kling reported that the F&F held their recent meeting at Severance Library and very much enjoyed the new meeting space. The F&F also recently had a retreat where they covered library 101 and did team building activities. Director Kling announced that the F&F gave a \$5,000 check to go toward the accent table at Severance Library. Director Kling said that Clearview Reads is coming up on April 27th. Director Kling reported that the F&F new Director Cayti Weber-Vowell is doing an amazing job. Director Kling talked about the F&F Facebook page, three new F&F board members, and that the Town of Severance will not have a beer tent at their summer concerts which the F&F were planning to staff; the F&F will look to other avenues for fundraising this summer.

Old Business

- Approve Minutes of the February 29, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to approve minutes of the February 29, 2024, Regular Board Meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director
 - Director Kling introduced the library district's owner's reps Dan Spykstra and Brooke Kardos of Wember, Inc. Brooke gave a short description of what is left to do at Severance Library. Brooke and Dan expressed their appreciation for the working relationship held with the library board, Director Kling, and staff over the past years and three building projects. The board shared their thanks with them.
 - Director Kling reported that the Severance Library accent table will be delivered tomorrow, and in time for the grand opening. Director Kling said that the Franssen Pittman drone will sweep through the building, and a timelapse video will be created and posted.

- Director Search Update
 - Jeromey reported that he and Rochelle finished conducting first round interviews and that the final three candidates will be coming to Colorado for a Candidates Weekend Friday, April 19th at Windsor Library and Saturday, April 20th at Severance Library. There will be sessions for the public and library staff. Rochelle said that staff will have time with candidates and there will be a survey to provide feedback. Rochelle also said that working with June Garcia has been really good and that she is always well prepared.

New Business

- Working Session of the Board/Book Discussion, The Lost Apothecary – Ann Kling, Library Director (Information)
 - Director Kling announced a Clearview Reads event, Book Talk with the Board being held at Windsor Library in Pikes Peak on Monday, April 22nd at 5:30 p.m. Adult Services Assistant Rebecca Robbins will be leading the book discussion.

Executive Session 1

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the Purpose of Discussing Personnel Matters Relating to the Director Search.

Motion by Rochelle Brotsky, second by Kendra Adams, to go into executive session pursuant to C.R.S. § 24-6-402 (4)(f) for the Purpose of Discussing Personnel Matters Relating to the Director Search; motion passed unanimously at 6:20 p.m. The board went directly into executive session.

President Balderrama called the regular board meeting to order at 8:26 p.m. Present: Jeromey Balderrama, Ron Dunworth, Rochelle Brotsky, Lisa Gagliardi, Kendra Adams, Attorney Garcia, Director Kling, and Beth Gallinger. Cole Gerstner was excused to leave the meeting. President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

Executive Session 2

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to development of the Main St. property.

Motion by Kendra Adams, second by Ron Dunworth, to go into executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators with Respect to development of the Main St. property; motion passed unanimously at 8:30 p.m.

President Jeromey Balderrama called the regular board meeting to order at 9:07 p.m. Present: Jeromey Balderrama, Ron Dunworth, Rochelle Brotsky, Lisa Gagliardi, Kendra Adams, Attorney Garcia, Director Kling, Beth Gallinger and Natalie Wagner.

Upcoming Agenda

Privacy Policy

Quarterly Stats

Quarterly Report

Bylaws Review

Executive Session: Director Search

Adjourn

Motion by Kendra Adams, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 9:09 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, April 25, 2024, 5:30 p.m. – Severance Library and Zoom.

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

MEMORANDUM

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

Date: April 25, 2024
Re: Patron Privacy Policy
Item 4.3: Old 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. The Policy was brought to the Board at the February 28, 2024, meeting at which Trustee Dunworth asked for a second reading. The committee has made revisions to the policy, which have been shared with the Board as a working document.

Recommendation(s)

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

Project Update Report

Project Name: CLD2-Clearview Library District – New Severance Library
Wember Inc. Project Number: 2022.24 CLD2
Issue Date: April 12, 2024
Location: Severance, Colorado
Purpose: Project Update thru March 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 has nearly completed construction. In-progress work includes landscaping items and punch list items (see attached list).

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

In-progress work includes landscaping items and punch list items (see attached list).

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
Grand Opening	4/6/2024

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
2..01 - Severance Real Estate	\$400,000	\$0	\$400,000	\$523,583	\$0	\$0	\$523,583	\$0	\$123,583	\$523,583	\$0	\$0
2..02 - Severance Design Fees	\$200,000	\$223,011	\$423,011	\$386,886	\$32,000	\$4,125	\$423,011	\$0	\$0	\$424,269	(\$1,258)	(\$1,258)
2..03 - Severance Construction	\$4,190,000	\$1,210,072	\$5,400,072	\$11,546	\$5,369,439	\$90,366	\$5,471,351	\$0	\$71,278	\$5,403,041	\$68,310	\$68,310
2..04 - Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000	(\$400,000)	\$625,000	\$526,157	\$0	\$0	\$526,157	\$30,042	(\$68,801)	\$367,194	\$158,963	\$189,005
2..05 - C.5 Owners Requirements	\$592,500	\$34,661	\$627,161	\$567,593	\$70,000	\$0	\$637,593	\$0	\$10,432	\$364,912	\$272,681	\$272,681
2..06 - C.6 Contingency	\$1,150,000	(\$1,015,205)	\$134,795	\$0	\$0	\$0	\$0	\$0	(\$134,795)	\$0	\$0	\$0

Risks / Changes (only showing changes from previous month)

ID	Date	Title	Contract	Change Order	Amount	Requested Amount (ROM)
FP-S 047	3/27/2024	Sev FP COR 047 Dedication Plaque CONTINGENCY	Fransen Pittman		\$0.00	\$1,415.27
FP-S 046	3/27/2024	Sev FP COR 046 Added Screen wall to cover condensers CONTINGENCY	Fransen Pittman		\$0.00	\$2,341.00
FP-S 045	3/27/2024	Sev FP COR 045 Restroom Lockset CONTINGENCY	Fransen Pittman		\$0.00	\$348.00
FP-S 043	3/20/2024	Sev FP COR 043 Added window covering to admin CONTINGENCY	Fransen Pittman		\$0.00	\$1,145.00
FP-S 042	3/20/2024	Sev FP COR 042 Tech Changes: added floor data, change to PA, added motion sensor CONTINGENCY	Fransen Pittman		\$0.00	\$4,290.00
FP-S 041	3/20/2024	Sev FP COR 041 Building Signage required for final CONTINGENCY	Fransen Pittman		\$0.00	\$1,019.97
FP-S 040	3/20/2024	Sev FP COR 040_Data drops for patio phones CONTINGENCY	Fransen Pittman		\$0.00	\$2,734.00
FP-S 039	3/20/2024	Sev FP COR 039 Added Raceways for ADA push button (CONTINGENCY)	Fransen Pittman		\$0.00	\$1,036.00
FP-S 038	3/20/2024	Sev FP COR 038 Added data for People Counter (CONTINGENCY)	Fransen Pittman		\$0.00	\$1,057.00
FP-S 036	3/20/2024	Sev FP COR 036 Added data for PA speakers (CONTINGENCY)	Fransen Pittman		\$0.00	\$5,189.00

Procurement Summary

OfficeScapes/Slate has a few punch items remaining & will be onsite to address on 4/18.

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
4/10/2024	Wember Invoice #2021.24-33	Wember Contract	\$232,356.00	\$6,614.33	\$235,425.85	\$0.00	\$0.00	\$0.00	\$0.00	\$6,614.33	\$-3,069.85	Approved
4/8/2024	Ratio Invoice 21732-35353	Ratio Architects	\$513,373.83	\$7,810.15	\$514,630.93	\$0.00	\$0.00	\$0.00	\$0.00	\$7,810.15	\$-1,257.10	Approved
4/8/2024	Fransen Pittman - Severance Pay App 11	Fransen Pittman	\$6,848,198.56	\$296,180.99	\$6,682,429.04	\$3,066.62	\$296,959.12	\$0.00	\$259,728.43	\$293,114.37	\$165,769.52	Approved
4/3/2024	Iconergy Invoice #3101424	Severance - Iconergy Commissioning	\$15,000.00	\$1,500.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$3,000.00	Approved

Contingency & Allowance Summary

See attached Contingency Log from Fransen Pittman.

Next Steps (major) - none

Photos / Docs / Attachments

WEMBER

Mar 21, 2024 at 3:12:19 PM



WEMBER Mar 21, 2024 at 3:12:10 PM





*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		
[PCO Num: 085] (*Construction Contingency - usage for window film)				-3,160.62		
[PCO Num: 087] (*Construction Contingency - AED Purchase)				-1,079.00		

*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						
[PCO Num: 089] (*Construction Contingency - Data drop at patio phones)				-2,734.00		
[PCO Num: 093] (*Construction Contingency -data drops for PA speakers)				-5,189.00		
[PCO Num: 094] (*Construction Contingency - Added Data Drop at entrance for counter)				-1,057.00		
[PCO Num: 096] (*Construction Contingency - RFI 66 ADA operator)				-1,036.00		
[PCO Num: 104] (*Construction Contingency - Install Stone at sitewall)				-5,040.00		
[PCO Num: 108] (*Construction Contingency Building address sign)				-1,019.97		
[PCO Num: 109] (*Construction Contingency - added data and security changes)				-4,290.00		
[PCO Num: 110] (*Construction Contingency - Additional blinds to staff and breakroom)				-1,145.00		
[PCO Num: 111] (*Construction Contingency - Other)				-3,985.00		
[PCO Num: 113] (*Construction Contingency - indicator locks at restrooms)				-348.00		
01-1801 05	132,108.00	0.00	132,108.00	-129,964.68	0.00	2,143.32
02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE						
*Striping at Timber Ridge Pkwy ALLOWANCE	10,000.00					
[PCO Num: 055] (*Striping at Timber Ridge Pkwy ALLOWANCE)				-8,975.00		
[PCO Num: 085] (*Striping at Timber Ridge Pkwy ALLOWANCE)				-1,025.00		
02-9904 04	10,000.00	0.00	10,000.00	-10,000.00	0.00	0.00

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
02-9905 04: *Top Soil Amendments for Planting Areas						
*Top Soil Amendments for Planting Areas	22,000.00					
[PCO Num: 116] (*Top Soil Amendments for Planting Areas- added screen wall usage)				-2,341.00		
[PCO Num: 117] (*Top Soil Amendments for Planting Areas- Dedication Plaque)				-1,415.27		
02-9905 04	22,000.00	0.00	22,000.00	-3,756.27	0.00	18,243.73
08-9902 04: *Window Film Allowance						
*Window Film Allowance	5,000.00					
[PCO Num: 085] (*Window Film Allowance)				-5,000.00		
08-9902 04	5,000.00	0.00	5,000.00	-5,000.00	0.00	0.00
09-9902 04: *Flooring Preparation						
*Flooring Preparation	8,000.00					
[PCO Num: 085] (*Flooring Preparation- Usage towards security film)				-8,000.00		
09-9902 04	8,000.00	0.00	8,000.00	-8,000.00	0.00	0.00
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
12-9901 04: *Window Treatment Allowance						
*Window Treatment Allowance						

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
12-9901 04: *Window Treatment Allowance						
	5,000.00					
[PCO Num: 026] (*Window Treatments Allowance)				-3,225.00		
[PCO Num: 051] (*Window Treatments Allowance)				-860.00		
[PCO Num: 111] (*Window Treatment Allowance- Site Handrail Usage)				-915.00		
12-9901 04	5,000.00	0.00	5,000.00	-5,000.00	0.00	0.00
Grand Totals:	184,898.00	0.00	184,898.00	-164,510.95	0.00	20,387.05



Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
	● Draft	3/29/2024	Patch paint		
	● Draft	3/29/2024	Touch up low volt connections in floorboxes		
	● Draft	3/29/2024	Clean up door and seal up corners		
001	● Closed	2/13/2024	Complete metal panel on fascia & soffit		
002	● Closed	2/13/2024	Complete "return" signage on East and South side of building.		
003	● Closed	2/13/2024	Complete install of sign wall		
004	● Closed	2/13/2024	Replace ADA parking sign with damage		
005	● Closed	2/13/2024	Touch up paint and repair base on entry door		
006	● Closed	2/13/2024	Paint touch up		
007	● Open	2/13/2024	Complete wall graphic		
008	● Closed	2/13/2024	Touch up paint		
009	● Closed	2/13/2024	Complete missing ceiling tile		
010	● Closed	2/13/2024	Touch up paint		
011	● Closed	2/13/2024	General Note: clean garage doors		
012	● Closed	2/13/2024	Touch up paint on door		
013	● Closed	2/13/2024	Remove film from window		
014	● Closed	2/13/2024	Touch up paint		
015	● Closed	2/13/2024	Finish patch and touch up paint		

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
016	● Closed	2/13/2024	Touch up paint on East wall		
017	● Closed	2/13/2024	Complete patch and paint touch up		
018	● Closed	2/13/2024	Complete paint touch up on North wall		
019	● Closed	2/13/2024	Complete paint touch up on South wall		
020	● Closed	2/13/2024	General Note: clean caulking drips from metal panels		
021	● Closed	2/15/2024	Cabinet chipped around lock		
022	● Closed	2/15/2024	Paint touch up		
023	● Closed	2/15/2024	Touch up caulking around backsplash		
024	● Closed	2/15/2024	Extend toe kick on both sides. Clean up rubber base on toe kick		
025	● Closed	2/15/2024	Add screw cover		
026	● Closed	2/15/2024	Paint touch up (East wall under upper cabinetry)		
027	● Closed	2/15/2024	Add hook for garage door cords		
028	● Closed	2/15/2024	Touch up paint		
029	● Closed	2/15/2024	Patch and paint (South wall)		
030	● Closed	2/15/2024	Clean paint from base and touch up patch bubbling (West wall)		
031	● Closed	2/15/2024	Touch up drip and repaint		
032	● Closed	2/15/2024	Repaint wall entirely		
033	● Closed	2/15/2024	Touch up paint (repaint entire North yellow wall and frames)		
034	● Closed	2/15/2024	Repaint wall and HM door/frame		
035	● Closed	2/15/2024	Grout and sealed concrete sand down and redo (redone by FRCF) ALL SEALED CONCRETE STORAGE ROOMS		
036	● Closed	2/15/2024	Adjust door strike, does not latch correctly		
037	● Closed	2/15/2024	Touch up paint and clean from tile and base		
038	● Closed	2/15/2024	Repaint entire ceiling		

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
039	● Closed	2/15/2024	Repaint entire wall (East side)		
040	● Closed	2/15/2024	Repaint walls corner to corner (South and West)		
041	● Closed	2/15/2024	Cut in outlet and extend through pegboard		
042	● Closed	2/15/2024	Corner guard is cracked, replace this on North side of Teen opening		
043	● Closed	2/15/2024	Caulk wall to grid		
044	● Closed	2/15/2024	Repaint wall		
045	● Closed	2/15/2024	Touch up paint between door 117 and fireplace		
046	● Closed	2/15/2024	Caulk around outlet with same mantle caulking		
047	● Closed	2/15/2024	Raise all these fixtures to 6,-8" (P4 fixtures)		
048	● Closed	2/15/2024	Clean mud from flooring		
049	● Closed	2/15/2024	Seal and buff hearth		
050	● Closed	2/15/2024	Touch up paint east side of fireplace		
051	● Closed	2/15/2024	Clean and touch up paint (large windows East of fireplace)		
052	● Closed	2/15/2024	Clean frame and tighten base by collab 115		
053	● Closed	2/15/2024	Paint these full walls		
054	● Closed	2/15/2024	Replace wood door or repair		
055	● Closed	2/15/2024	Clean paint off outlet		
056	● Closed	2/15/2024	Repaint these two walls		
057	● Closed	2/15/2024	Add corner guard to this corner North of circ desk		
058	● Closed	2/15/2024	Repaint entire wall by circ desk		
059	● Closed	2/15/2024	Adjust drawer, not set correctly		
060	● Closed	2/15/2024	Repaint wall		

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
061	● Closed	2/15/2024	Repaint this area around door 124A		
062	● Closed	2/15/2024	Fix flooring gap (Southeast)		
063	● Closed	2/15/2024	Patch woodwork and repaint (South Wall)		
064	● Closed	2/15/2024	Patch sealed concrete		
065	● Closed	2/15/2024	Repaint around equipment		
066	● Closed	2/15/2024	Clean cabinetry and under sinks.		
067	● Closed	2/15/2024	Replace corner guard to fix gap. (Corner South of Circ Desk)		
068	● Closed	2/15/2024	Final adjust storefront doors to close gap		
069	● Closed	2/15/2024	Finish patch and paint (main library book return)		
070	● Closed	2/15/2024	Repair crack in shelf (lower middle cabinet) on East side		
071	● Closed	2/15/2024	Touch up paint and clean surface,		
072	● Closed	2/15/2024	Lock does not work adjust strike (RR 108)		
073	● Closed	2/15/2024	Touch up paint in restroom		
074	● Closed	2/15/2024	Repair base with scuffs on Northwest corner of Drive up Return room		
075	● Closed	2/15/2024	Sand down drip and clean paint from grid (East Wall). Repaint wall		
076	● Closed	2/15/2024	Clean paint off of hinges to Drive Up Return		
077	● Closed	2/15/2024	Clean paint drips on Northeast and Southeast wall of staff area.		
078	● Closed	2/15/2024	Repair bent ceiling grid	2/21/2024	Completed
079	● Closed	2/15/2024	Repair door (damaged at bottom) of supervisors office.		
080	● Closed	2/15/2024	General Note: Fill/Clean up holes and gaps in ALL cabinetry		
081	● Closed	2/15/2024	Clean up caulking/painting around casework edges		
082	● Closed	2/15/2024	Fix flooring in breakroom corner		

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
083	● Closed	2/15/2024	Patch wall and repaint in Storage 106.		
084	● Closed	2/15/2024	Patch concrete damage in Storage 106		
085	● Closed	2/15/2024	Missing escutcheon		
086	● Closed	2/15/2024	Touch up paint on HM frames and finish cleaning. Repair caulking on Northwest door frame. Repaint underneath markerboard and around outlets.		
087	● Closed	2/15/2024	South door in Collab 105 not latching correctly, needs adjustment		
088	● Closed	2/15/2024	General Note: Ipad outlets all need to be adjusted. Receptacle for 105A must be relocated to be by keypad (patch and repair). Outlets for 124A and 115/116 are not correct provide outlet with USB-C		
089	● Closed	2/15/2024	Adjust door as needed, not latching fully		
090	● Closed	2/15/2024	Touch up paint on sill		
091	● Closed	2/15/2024	Tile spacers not broken out correctly, must repair		
092	● Closed	2/15/2024	Touch up paint on North wall of Vestibule by restroom 102		
093	● Closed	2/15/2024	Clean paint off tile		
094	● Closed	2/15/2024	Finishing painting/cleaning wall and complete hardware on door 124A		
095	● Closed	2/15/2024	Switch hardware to hold open closer on Book Drop 101		
096	● Closed	2/15/2024	Missing escutcheon and complete drywall patch/paint.		
097	● Closed	2/15/2024	Floor box install not complete		
098	● Closed	2/15/2024	Heat trace install not complete		
099	● Closed	2/15/2024	Auto door opener install not complete		
100	● Closed	2/15/2024	Refrigerator outlet is loose	2/16/2024	Complete
101	● Closed	2/15/2024	Garbage disposer outlet is not GFCI	2/16/2024	It has GFCI breaker
102	● Closed	2/15/2024	Floor AV cables are not installed in a box		

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
103	● Closed	2/15/2024	Quad outlet installation not complete	2/16/2024	Completed
104	● Pending Reinspection	2/15/2024	+48" outlet not USB	2/16/2024	Completed
105	● Closed	2/15/2024	+48" outlet not installed		
106	● Closed	2/15/2024	+48" outlet outside collab space not USB		
107	● Closed	2/15/2024	Outlet not fully installed	2/16/2024	Completed
108	● Closed	2/15/2024	Outlet not USB	2/16/2024	Completed
109	● Closed	2/15/2024	Outlet not USB	2/16/2024	Completed
110	● Closed	2/15/2024	Fireplace switch is loose. Grout or seal around any gaps. Grout and seal should match stone on fireplace.		
111	● Closed	2/15/2024	Garbage disposer outlet is not GFCI	2/16/2024	It has a GFCI Breaker
112	● Closed	2/15/2024	Dishwasher outlet not installed	2/16/2024	Top part of recep is disposal circuit and the bottom is dishwasher circuit
113	● Closed	2/15/2024	Seal gaps around faceplate.	2/16/2024	Case worker responsible
114	● Closed	2/15/2024	Provide typed panel schedules, typical all panels and relay lighting control panel.	2/16/2024	Completed
115	● Closed	2/15/2024	Quad not USB	2/16/2024	Completed
116	● Closed	2/15/2024	Floor boxes not installed		
117	● Closed	2/15/2024	(2) quads mounted on overhead rack not installed.	2/16/2024	Completed
118	● Pending Reinspection	2/15/2024	AV junction box is not provided with a cover, provide passthrough covers plates.		
119	● Closed	2/15/2024	Panic button rough-in and cable only, provide button itself.		
120	● Closed	2/15/2024	Provide passthrough cover plates on AV high and low junction box	2/21/2024	Completed
121	● Closed	2/15/2024	Provide passthrough cover plates on AV high and low junction box	2/21/2024	Completed

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
122	● Closed	2/15/2024	Finish install of data under desk		
123	● Closed	2/15/2024	Finish install of data in floor box at OPAC, provide faceplate for jacks.		
124	● Closed	2/15/2024	Provide passthrough cover plates on AV high and low junction box	2/21/2024	Completed
125	● Closed	2/15/2024	Panic button rough-in and cable only, provide button itself.		
126	● Closed	2/15/2024	Speaker not installed. Typical for all speakers in the building. Refer to general note 6.	3/4/2024	Not FP Scope
127	● Closed	2/15/2024	Provide a passthrough cover plate on the wall AV junction box.	2/21/2024	Completed
128	● Closed	2/15/2024	AV cables in floor not installed in a box, just a hole in the floor, install a box.		
129	● Closed	2/15/2024	Provide blank cover plate for owner provided AV control		
130	● Closed	2/15/2024	No faceplate installed for floor boxes.		
131	● Closed	2/15/2024	After hours lighting control switches not installed.	2/16/2024	Working
132	● Pending Reinspection	2/15/2024	Motion sensor not installed	2/29/2024	Completed
133	● Closed	2/15/2024	Fixture is not being controlled with other fixtures.		
134	● Closed	2/15/2024	Downlight part of the pendants not coming on.		
135	● Closed	2/15/2024	Switch not flush	2/16/2024	Wall has a bump where switch plate is because of water damage
136	● Closed	2/15/2024	Fixture is not being controlled with other fixtures.		
137	● Closed	2/15/2024	Downlights highlighted are not turning off with other fixtures.	2/16/2024	Working Correctly

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
138	● Closed	2/15/2024	Zone "e" fixtures are not controlled by switch (no on/off function or dim)		
139	● Closed	2/15/2024	Fixture is not being controlled with other fixtures.		
140	● Closed	2/15/2024	Fixture not flush.	2/16/2024	Completed
141	● Closed	2/15/2024	Downlight does not align with other fixtures.		
142	● Closed	2/15/2024	Fixtures do not appear to be sitting flush in ceiling.	2/16/2024	Completed
143	● Closed	2/15/2024	On/off button on motion sensor not working.		
144	● Closed	2/15/2024	Provide cover plate on EM power pack junction box		
145	● Closed	2/15/2024	Clean fixture lens.	2/16/2024	Completed
146	● Closed	2/15/2024	Switch not flush	2/16/2024	Completed
147	● Closed	2/15/2024	EM battery "Y1" not installed		
148	● Closed	2/15/2024	LCP-1 not installed	2/16/2024	Completed
149	● Closed	2/15/2024	Clean fixture lens.	2/16/2024	Completed
150	● Closed	2/15/2024	Fixture is not straight aligning with other fixtures	2/16/2024	All pendent lights are 31 1/2" to center from the wall
152	● Closed	2/15/2024	Fixture is not straight aligning with other fixtures	2/16/2024	Due to HVAC air supply and support unistrut for garage door the can will only fit where it is at
153	● Closed	2/15/2024	Fixture lens is not sitting flush.		
154	● Closed	2/15/2024	Fixture is controlled with the wrong zone, not per plans.		
155	● Closed	2/15/2024	Remove red tags from all "AP5" fixtures	2/16/2024	Completed
156	● Closed	2/15/2024	Fixture not controlled with other fixtures.	2/29/2024	Completed

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
157	● Pending Reinspection	2/15/2024	Install all permanent TRM as shown on plans		
158	● Pending Reinspection	2/15/2024	Install Bollards		
159	● Closed	2/15/2024	Patch broken concrete at end of wall		
160	● Pending Reinspection	2/15/2024	Patch hole in asphalt		
161	● Closed	2/15/2024	Patch curb		
162	● Closed	2/15/2024	This gutter pan is currently in a sump that does not drain. Replace curb and gutter to transition from a catch pan to a spill pan which drains freely to the SW. Remove and replace asphalt as necessary to promote positive drainage toward the SW.		
163	● Pending Reinspection	2/15/2024	Clean all paved surfaces. Once clean, repair all damage to asphalt surfaces caused by construction equipment.		
164	● Closed	2/15/2024	Adjust valve and cleanout lids to finish grade		
165	● Closed	2/15/2024	Place all cleanouts in a valve box (set to finish grade) per this detail		
166	● Closed	2/15/2024	Install foundation drain outfall per this detail		
167	● Closed	2/15/2024	Install foundation drain outfall per detail below		
168	● Closed	2/15/2024	Straighten "Do Not Enter" sign		
169	● Closed	2/15/2024	Replace partial stripe		
170	● Closed	2/15/2024	Issues is for all FCUs: Thermostat programming still needs to be complete as follows: 1. Set Fan to run continuously when in Occupied mode. 2. Set Fan to only run when space temp falls below setpoint during Unoccupied mode. 3. Set schedule to Owner's preference for, OCC: 70F/74F / UNOCC: 65F.	2/27/2024	Completed by Kuck (2/23)

Clearview Severance Library (3145.C3)
Punch Item Summary Log with Resolutions

5 Timber Ridge Parkway
Severance, CO 80550

Number	Status	Created On	Description	Date Resolved	Resolution
171	● Closed	2/15/2024	Issue is for all FCUs: The OA Damper control is not wired correctly. The damper is to open when the Fan is running and closed when it is OFF. Kuck is aware of the issue and working on a solution.		
172	● Closed	2/15/2024	DAC-1: Condensate line is not piped.	2/27/2024	Completed by Kuck (2/23)
173	● Closed	2/15/2024	Screws are missing form the cover to the unit. Access panel is not secured.	2/27/2024	Completed by Kuck (2/23)
174	● Closed	2/15/2024	DHW Circ pump has a timer module installed, but it is not programmed. Program pump to run during occupied hours. Also, Plumbing detail shows an aquastat, but it may not be necessary the way the design describes the pump control.	2/27/2024	Completed per owner direction 8am to 10pm
175	● Closed	2/15/2024	Issue is for All FCUs: At the time of testing the FCU Dx units were not complete and functioning. Once the wiring is complete, refrigeration charged and start-up, notify Iconergy to schedule testing the cooling mode.	3/14/2024	Startup scheduled on 3/19
176	● Closed	2/20/2024	Mechanical Punch Items per Ballard Group		
177	● Closed	3/7/2024	Clean orange paint from soffit		
178	● Closed	3/7/2024	Repair flashing		
179	● Closed	3/7/2024	Add caulking with weeps between flashing and stone		
180	● Closed	3/7/2024	Paint railings		
181	● Closed	3/7/2024	Patch grout hole		
182	● Closed	3/7/2024	Clean up grout from around windows edge		
183	● Closed	3/7/2024	General Note: ensure base flashing has positive drainage		
184	● Closed	3/7/2024	General Note: Fix twisted panel edge on corners		
185	● Closed	3/7/2024	Sand and restrain column to remove stain		

Number	Status	Created On	Description	Date Resolved	Resolution
186	● Closed	3/7/2024	Missing weep covers	3/29/2024	Completed
187	● Closed	3/7/2024	Add rivet to tighten corner		
188	● Closed	3/7/2024	Clean up hvac unit area		
189	● Closed	3/7/2024	Replace damaged unit grill cover		
190	● Closed	3/7/2024	Grout concrete hole and patch metal panel hole		
191	● Open	3/7/2024	Remove access control		
192	● Closed	3/7/2024	Remove shim		
193	● Closed	3/7/2024	Complete downspout leg		
194	● Closed	3/7/2024	Fix and tighten up base flashing		
195	● Closed	3/7/2024	Caulk seat wall to building		
196	● Closed	3/7/2024	Clean up loose wire		
197	● Open	3/8/2024	General Note: Remove all white Metal Panel caulking around boxed out stub outs		

MEMORANDUM

To: Library Board of Trustees

Via: Ann Kling, Library Director

From: The Policy Committee, Jeromey Balderrama, Lisa Gagliardi, Ann Kling, Amanda Brian

Date: April 25, 2024

Re: Meeting Room Policy

Item 5.1: New Business

Background / Discussion

The Library District has had a Meeting Room Policy in effect for many years. With the addition of meeting rooms at the Severance Library and the increase in meeting rooms due to the remodel at the Windsor Library, the Committee felt it important to review the current policy. The policy was reviewed by Management Staff and Board Committee members. Changes have been made for clarity and to add potential after hours access at the Severance Library.

Recommendation(s)

The Policy Committee and Management Staff recommend adoption of the revised Meeting Room Policy.

Attachments

A Working Document of the policy has been shared with the Library Board.

MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: April 25, 2024

Re: Request for Credit Card for Facilities and Fleet Supervisor

Item 5.2: New Business

Background / Discussion

The Clearview Library District Financial Policies - Credit Card Use states, "Clearview Library District credit cards will be provided to the Director, Managers, and the Communications Specialist for use in purchasing small items (less than \$5,000) and for travel-related expenses. The Director, with Board approval, may authorize issuance of credit cards to other staff members, and determine credit limits on those cards based on the needs of the Library District."

Recommendation(s)

The Library Director requests approval to issue a Clearview Library District credit card to the Facilities and Fleet Supervisor with a credit limit of \$1000. The Facilities and Fleet Supervisor reports to the Director. Credit card statements are approved by the Director before the bill is paid by the Financial Specialist.

MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: April 25, 2024

Re: Quarterly Update, Strategic Plan

Item 5.3: New Business

Background / Discussion

The Library Board has adopted Together Forward, the 2024-2025 Strategic Plan. The Plan calls for quarterly reporting to the public and to the Library Board on progress made on the focus areas of the plan. Progress reports will also be published on the District's website.

Relationship to Strategic Plan

Page 18, Together Forward, Next Steps.

A handout will be ready for the Board Meeting on April 25.

COMMUNICATION

Q1 REPORT - UPDATES



PROGRESS ON ACTION STEPS:

Update the Library District's Marketing Plan

The initial phases of revising the Library District's Marketing Plan have included commencing a branding overhaul, which was initiated in February 2024. Additionally, the Library District's Communication Specialist has crafted a detailed framework for the new marketing strategy, aligning with our strategic objectives, values, and priorities.

Make revisions and updates to the Library District's website

The Library District's website committee meets every month to review and make necessary updates. Most website updates during Q1 were focused on a significant brand refresh. This refresh includes updating our website's color palette and design elements to align with our new brand guidelines, alongside new imagery to ensure our online presence is as inviting as our physical locations. One significant improvement is the addition of the new Severance Library to our hours and locations page, making access easier and showcasing our growing network. Also, we've included the Severance Library's meeting rooms in our Communico Reserve system, enabling staff and the public to easily book these spaces online.

Explore radio advertising

Developed a comprehensive quarterly schedule for broadcasting Library District content on local radio stations, and initiated contact with these stations. The forthcoming actions involve organizing formal meetings to finalize the schedule and coordinating with Library District staff for their participation and sign-up.

Explore clearer ways to provide usage data to the public

Quarterly reports that are clear and understandable will now be included in the board packets and available to the general public. Starting in April 2024, staff will spotlight one social media post each month to showcase library statistical highlights from the previous year. These insights will span a variety of activities within our Library District, including both physical and digital circulation, programs/events, resources like digital downloads, streaming, databases, or kits, services, and more. The goal of these posts is to illuminate the significant impact our library has on the community. Additionally, beyond our annual Community Impact Report, we're excited to roll out a half-sheet infographic. This quick-reference handout will offer an attractive and easily digestible summary of our major statistics and accomplishments, further underscoring the value and influence of our library services in the community.



ACTION STEPS IN PROGRESS:

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

Q1 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Purchase and implement a Discovery Layer for the Library District's online catalog.

A contract has been signed with the Marmot Library Network to implement Pika, a discovery layer that will help patrons discover our amazing resources.

Increase the visibility of the Explore Kit collection within the library.

We began rebranding with a new logo and created new Roku kits with streaming services included, which will be advertised both online and at each library.



ACTION STEPS IN PROGRESS:

Provide photos and descriptions of items in Explore Kits for the Library District's online catalog.



PROGRESS ON GOAL 2 & ACTION STEPS:

Work with Weld-RE4 to simplify the registration process.

Sent Weld RE4 staff information regarding student accounts and the information needed to create a card.



ACTION STEPS IN PROGRESS:

Educate teachers and other school staff on the process and resources available.

PARTNERSHIPS

Q1 REPORT - UPDATES



ACTION STEPS IN PROGRESS:

Review and evaluate all current partnerships.

Establish a Memorandum of Understanding with all major partners.

PROGRAMMING

Q1 REPORT - UPDATES

PROGRESS ON GOAL 3 & ACTION STEPS:

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.

As of April 8, 2024, we transitioned Read, Rhyme, and Romp (storytime), Creation Station (after-school program), Lego Explorers (after-school program), and Babies and Books (storytime) to programs that do not require registration. Once June rolls around, we will begin offering Saturday family programming that also does not require registration.

ACTION STEPS IN PROGRESS:

Review and evaluate all current partnerships.

Establish a Memorandum of Understanding with all major partners.

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.

Formalize the program assessment process and identify a threshold for discontinuing or re-assessing available programs.

SPACE

Q1 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Work with the contractor to complete the building project by the spring of 2024.

Goal Completed.

Open the building for the public by April 2024.

The Ribbon Cutting/Grand Opening was held on April 6, 2024, from 1-3 p.m. Over 700 people were in attendance.



PROGRESS ON GOAL 2 & ACTION STEPS:

Launch a social media campaign to promote library meeting rooms.

The Communications Staff launched a social media campaign to promote the reservation of meeting rooms. The first post was a general announcement about the availability of meeting rooms. The second post had a holiday theme to attract more attention. We will share more posts once we have pictures of the Severance Library meeting rooms to showcase. The scheduled posts will continue to remain active.

Advertise meeting room space in local publications.

Advertisements promoting meeting room reservations were shared in the Visit Windsor Guide and MyWindsor Magazine.

Simplify the booking process.

Booking rooms for same-day reservations are now available outside of each room and at the circulation desk and doesn't require staff approval.

SPACE

Q1 REPORT - UPDATES



GOAL 3 ACTION STEPS IN PROGRESS:

Monitor the use of newly created spaces at the Windsor 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.



GOAL 4 ACTION STEPS IN PROGRESS:

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.