

## AGENDA

### Call to Order

### Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### Roll Call

### Review of Agenda

### Public Input

[ In Person ]

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

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

[ Zoom ]

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

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

### Director's Report - Ann Kling, Director

- Communication
- Monthly Statistics

### Personnel Report - Rochelle Brotsky

### Treasurer's Report - Ron Dunworth

### Friends & Foundation Report - Rochelle Brotsky

### Reports of the Liaisons

## Reports of the Board Members

### Old Business

- Approve Minutes of the May 26, 2022 Meeting (Action)
- Facilities Plan Update - Ann Kling, Library Director
- Report of the Ad Hoc Policy Committee - Jeromey Balderrama, Board Secretary
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### New Business

- Annual Review of Investments - Ron Dunworth, Board Treasurer (Information)
- 2023 Holiday Closures- Ann Kling, Library Director (Action)
- Increase Liability Insurance - Cole Gerstner, Trustee, Ann Kling, Library Director (Information, Action)
- Financial Policies and Procedures (Cash Management and Credit Cards) - First Reading- Ann Kling, Library Director (Information, Potential Action)

### Executive Session

- Pursuant to Sec. 24-6-402(4)(f), C.R.S. Personnel matters-Discuss employment contract for Director Kling.

## Resume Regular Board Meeting

- Approve the Library Director's Contract - Atty. William F. Garcia (Action)

## Upcoming Agenda

## Adjourn

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## Upcoming Meetings

- Board of Trustees Regular Meeting, July 28, 2022, 5:30 p.m. – Location

*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 - May 2022

### *Districtwide Update - Director Ann Kling*

#### Highlights

- Through a connection made by one of the district's employees, the library district was offered free office furniture from a local company that is closing its office in Windsor. The district was able to obtain desks and file cabinets for the Ash St. location.
- The Ash St. property has been given the green light to proceed by the Windsor Planning Dept. Work is expected to begin in July. Plans for the Windsor Severance Library remodel have been submitted to the Planning Dept.
- Work continues on the design of the branch library in Severance. Ratio Design is working closely with the Town of Severance Planning Dept. before submitting the site and building plans in an effort to cut down on approval time.

#### Opportunities

- The Colorado Department of Local Affairs, Energy and Mineral Impact Assistance Fund hearings were held in Golden on May 25 and 26. Clearview Library District's presentation was scheduled for 10:45 on May 26. Director Kling had 7 minutes to plead the library district's case for a \$750,000 grant to assist in building a branch in Severance. Decisions on which organizations will receive funding will be made in early June.

#### Challenges

- Increasing positivity rates in Weld County for Covid has had an impact on staff at the library. Several staff have contracted the disease. This further stretches staff resources.
- Continuing turnover in staff has left departments struggling to keep up with the workload.

#### Personnel

- The library district currently has several positions open: IT Assistant, Technical Services Supervisor, and Adult Services Assistant. All Customer Service Specialist positions are currently filled or in the process of being filled. Interviews were held for the IT Assistant position. The Technical Services Supervisor position was re-posted.
- The May All-Staff meeting was a presentation on the Summer Adventure Program by Public Services Manager, Casey Lansinger-Pierce.

#### Board of Trustees Meeting Highlights - Month Year

- Casey Lansinger-Pierce, Public Services Manager, gave a presentation on the Summer Adventure Program and encouraged board members to register.
- An Ad Hoc Policy Committee was formed, chaired by Jeromey Balderamma. The committee

consists of Board member Frank Baszler, Director Ann Kling, and Administrative staff as needed.

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

### **Highlights**

- May was spent putting the last-minute touches on our upcoming Summer Adventure Program (scheduled to run June 1-July 29). Programmers spent the programming break in late May preparing for their summer programs and getting ready for our big Water Festival kick-off event. We also saw record-breaking sign-ups prior to June 1st. Currently, we have over 1600 individuals signed up!
- We offered our beloved Bookmobile Day event in May at Boardwalk Park and saw some 120 people in attendance. This year we featured the chili cook-off (congratulations to the Windsor Chamber of Commerce for the prize-winning pot of chili!), a performance by Trina the Mermaid, magician Ann Lincoln, face painting, and much more. As always, we couldn't offer community events like this one without the hard work of our staff and an exceptional group of young volunteers.
- Several of our librarians and assistants helped spread the word about SAP through school visits within the Weld RE-4 School District, as well as through pre-school and daycare storytime visits. We use several avenues to market our summer program, but word of mouth seems to always be the most powerful. We reached hundreds of kids during these visits.

### **Opportunities**

- Jennifer Bradley secured digital access to the New York Times for library card holders. This acquisition allows us to expand our reach through digital resources. Access is now live for all library patrons.
- Heather Montgomery and Casey Lansinger-Pierce interviewed candidates for the open children's services assistant position. We were fortunate to have a talented pool of candidates so we chose to offer two part-time positions; Diana Hyland (currently working at the library as a Customer Service Specialist) and Becca Sharp will join our team in late June as our newest children's services assistants.

### **Challenges**

- We continue to meet many challenges as we go about scheduling programs that are all competing for the large meeting room. Thankfully we now know this problem is temporary with the remodel on the horizon. While we do hold as many programs outside during the summer as possible, some programs (such as craft programs) are best held inside near supplies, tables, and chairs.
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## ***IT & Technical Services Update - IT & Technical Services Manager - Beth Gallinger***

### **Highlights**

- The online fine and lost item payment system has been fixed and documentation for the system has been created to detail all of the accounts and pieces of the system.
- A new IT assistant, Rj Combs, was hired and started on May 27th. He has started training and is getting up to speed on all of the projects happening at Clearview Library District.
- Mobile Beacon sent us all-new mobile hotspots to replace all of our current Sprint hotspots. This was at no cost to the library and included replacing all of our lost, damaged, or missing hotspots.

### **Opportunities**

- IT and technical services staff are reviewing candidates for the vacant IT Assistant and Technical Services Supervisor positions. The top choice candidates will be interviewed in mid-June.
- Technical services has begun to remove all lost (items that people lost and paid for) and missing items that were marked missing prior to December 31, 2020. In the future, we will remove all items that have been lost or marked missing for over a year. The benefits of this would be that we'd have a better idea of the items we have and less confusion while searching our catalog.
- We have been working with several AV companies to get ideas and quotes on how to make our Windsor large meeting room technology better and seamless for staff and patrons. We have also been working with Zoom to improve our meeting recordings. Overall, both efforts should result in much better online meetings and presentations in the future.

### **Challenges**

- With one IT Assistant and Technical Services Supervisor positions vacant and the Library Instructional Technologist out on leave, IT staffing is difficult.
- Technical Services Assistant, Aimee Moore, has been having trouble finding someone to pick up weeded materials and they are starting to pile up. Many charities or other non-profit organizations are no longer interested in picking up or taking these types of items.

## May 2022 Usage Stats

### Highlights:

- Most stats remained level compared to April, and increased compared to 2021.
- The library district has cut back on virtual programming in order to focus on in-person programming. The lower amount of virtual programming meant that overall program attendance was lower in May compared to April. However, in-person programming saw increased attendance.
- Website pageviews have been low since switching to the new website. It was recently discovered that traffic to the library's online event calendar was not being tracked in Google Analytics. Going forward, this stat should show counts that are closer to what they were in previous years.

### 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 May 2022	% Change From Apr 2022	% Change From May 2021	Sparklines (data since Jan 2019)
Library 9,675	-7.75%	24.07%	
Bookmobile 886	46.45%	24.96%	
Outreach 1,637	-11.03%	No data	
Total Patrons 12,198	-5.68%	43.39%	

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

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

Circulation			
Counts for May 2022	% Change From Apr 2022	% Change From May 2021	Sparklines (data since Jan 2019)
Physical Circs 30,816	-1.77%	7.52%	
Digital Circs 8,039	3.85%	-13.27%	
Database Usage 1,117	-25.68%	-45.70%	

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



Programs			
Counts for May 2022	% Change From Apr 2022	% Change From May 2021	Sparklines (data since Jan 2019)
Program Attendees 1,310	-15.81%	47.69%	N/A
Total Programs 61	10.91%	-10.29%	
Waitlisted People 60	-20.00%	566.67%	
Waitlisted Programs 13	-40.91%	550.00%	

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

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

Cardholders			
Counts for May 2022	% Change From Apr 2022	% Change From May 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,543	4.41%	12.48%	
New Cardholders 192	-33.10%	-62.06%	

Website Stats			
Counts for May 2022	% Change From Apr 2022	% Change From May 2021	Sparklines (data since Jan 2019)
Pageviews 15,751	3.04%	-24.31%	

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



## Clearview Library District

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

5/31/2022

#### Current Assets

#### Checking/Savings/Cash

		<b>4/30/2022</b>		<b>5/31/2022</b>	<b>Change +/-</b>
1010 - Petty Cash	\$	140.65	\$	140.65	\$ -
1015 - Cash on Hand	\$	433.30	\$	433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$	3,364,031.69	\$	3,366,292.82	\$ 2,261.13
1034 - Colo Trust Gen Fund Res 8005	\$	1,001,028.76	\$	1,001,701.59	\$ 672.83
1038 - Colo Trust Operating Fund 8003	\$	3,240,340.16	\$	3,347,523.89	\$ 107,183.73
1040 - Colo Trust Capital Fund-8001	\$	1,130,288.75	\$	1,131,048.46	\$ 759.71
1053 - Bank of Colorado--Checking	\$	130,064.28	\$	163,893.82	\$ 33,829.54
1054 - Bank of San Juans, Glacier	\$	5,165,294.18	\$	5,165,294.18	\$ -
<b>Total Checking/Savings</b>		<b>14,031,621.77</b>	<b>\$</b>	<b>14,176,328.71</b>	<b>\$ 144,706.94</b>

April 2022 Close \$ **14,031,621.77**

May 2022 Close \$ **14,176,328.71**

Month To Month Change \$ **144,706.94**

## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of May 31, 2022

May 31, 22

## ASSETS

## Current Assets

## Checking/Savings

1010 · Petty Cash	140.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,366,292.82
1034 · Colo Trust Gen Fund Res 8005	1,001,701.59
1038 · Colo Trust Operating Fund 8003	3,347,523.89
1040 · Colo Trust Capital Fund-8001	1,131,048.46
1053 · Bank of Colorado--Checking	163,893.82
1054 · Bank of San Juans, Glacier FB	5,165,294.18

<b>Total Checking/Savings</b>	<b>14,176,328.71</b>
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## Accounts Receivable

1200 · Accounts Receivable	527.66
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<b>Total Accounts Receivable</b>	<b>527.66</b>
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## Other Current Assets

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

<b>Total Other Current Assets</b>	<b>4,892,901.12</b>
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<b>Total Current Assets</b>	<b>19,069,757.49</b>
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## Other Assets

1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,166,664.27
1270 · Furniture and Equipment Asset	854,924.37

<b>Total Other Assets</b>	<b>5,206,068.64</b>
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<b>TOTAL ASSETS</b>	<b>24,275,826.13</b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · *Accounts Payable	132,849.79
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<b>Total Accounts Payable</b>	<b>132,849.79</b>
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## Other Current Liabilities

2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	42.13
2110 · Pera Payable (Employee)	189.37
2111 · Pera Payable (Library)	-459.20
2112 · Employee Health Insurance Payab	1,826.73
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	0.10
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01

<b>Total Other Current Liabilities</b>	<b>4,840,678.75</b>
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## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of May 31, 2022

May 31, 22

Total Current Liabilities	4,973,528.54
Long Term Liabilities	
2850 - Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	6,038,354.43
Total Liabilities	11,011,882.97
Equity	
2860 - 2000 Fund Balance	2,289,503.00
2862 - TABOR Requirement	81,280.00
3900 - Retained Earnings	3,887,992.09
Net Income	7,005,168.07
Total Equity	13,263,943.16
TOTAL LIABILITIES & EQUITY	24,275,826.13

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of May 31, 2022**

06/23/22

Accrual Basis

	May 31, 22	May 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Petty Cash	140.65	149.05	-8.40	-5.6%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,366,292.82	2,995,363.74	370,929.08	12.4%
1034 · Colo Trust Gen Fund Res 8005	1,001,701.59	1,000,132.58	1,569.01	0.2%
1038 · Colo Trust Operating Fund 8003	3,347,523.89	3,997,581.33	-650,057.44	-16.3%
1040 · Colo Trust Capital Fund-8001	1,131,048.46	220,249.40	910,799.06	413.5%
1053 · Bank of Colorado--Checking	163,893.82	94,371.32	69,522.50	73.7%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
<b>Total Checking/Savings</b>	<b>14,176,328.71</b>	<b>8,308,280.72</b>	<b>5,868,047.99</b>	<b>70.6%</b>
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	527.66	527.66	0.00	0.0%
<b>Total Accounts Receivable</b>	<b>527.66</b>	<b>527.66</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Current Assets</b>				
1150 · Delinquent Property Tax	6,294.11	6,294.11	0.00	0.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	35,751.01	58,175.69	-22,424.68	-38.6%
<b>Total Other Current Assets</b>	<b>4,892,901.12</b>	<b>4,915,325.80</b>	<b>-22,424.68</b>	<b>-0.5%</b>
<b>Total Current Assets</b>	<b>19,069,757.49</b>	<b>13,224,134.18</b>	<b>5,845,623.31</b>	<b>44.2%</b>
<b>Other Assets</b>				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
<b>Total Other Assets</b>	<b>5,206,068.64</b>	<b>5,206,068.64</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>24,275,826.13</u></b>	<b><u>18,430,202.82</u></b>	<b><u>5,845,623.31</u></b>	<b><u>31.7%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · *Accounts Payable	132,849.79	43,132.89	89,716.90	208.0%
<b>Total Accounts Payable</b>	<b>132,849.79</b>	<b>43,132.89</b>	<b>89,716.90</b>	<b>208.0%</b>
<b>Credit Cards</b>				
Pinnacle Bank - Ann 9399	0.00	1,439.63	-1,439.63	-100.0%
Pinnacle Bank - Casey 2011	0.00	1,218.15	-1,218.15	-100.0%
Pinnacle Bank - Hunt 2228	0.00	1,625.47	-1,625.47	-100.0%
<b>Total Credit Cards</b>	<b>0.00</b>	<b>4,283.25</b>	<b>-4,283.25</b>	<b>-100.0%</b>
<b>Other Current Liabilities</b>				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	42.13	42.13	0.00	0.0%
2110 · Pera Payable (Employee)	189.37	88.92	100.45	113.0%
2111 · Pera Payable (Library)	-459.20	-72.78	-386.42	-530.9%
2112 · Employee Health Insurance Payab	1,826.73	1,487.67	339.06	22.8%
2120 · Colorado W/H. Taxes Payable	-399.08	0.00	-399.08	-100.0%
2130 · Medicare W/H Payable	0.10	0.00	0.10	100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-12,239.01	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>4,840,678.75</b>	<b>4,841,024.64</b>	<b>-345.89</b>	<b>0.0%</b>
<b>Total Current Liabilities</b>	<b>4,973,528.54</b>	<b>4,888,440.78</b>	<b>85,087.76</b>	<b>1.7%</b>

**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**  
**As of May 31, 2022**

	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Long Term Liabilities</b>				
<b>2850 · Invest. in Gen. Fixed Assets</b>	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Long Term Liabilities</b>	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Liabilities</b>	11,011,882.97	10,926,795.21	85,087.76	0.8%
<b>Equity</b>				
<b>2860 · 2000 Fund Balance</b>	2,289,503.00	2,289,503.00	0.00	0.0%
<b>2862 · TABOR Requirement</b>	81,280.00	81,280.00	0.00	0.0%
<b>3900 · Retained Earnings</b>	3,887,992.09	1,675,218.89	2,212,773.20	132.1%
<b>Net Income</b>	7,005,168.07	3,457,405.72	3,547,762.35	102.6%
<b>Total Equity</b>	13,263,943.16	7,503,407.61	5,760,535.55	76.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>24,275,826.13</b></u>	<u><b>18,430,202.82</b></u>	<u><b>5,845,623.31</b></u>	<u><b>31.7%</b></u>

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

	<u>May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
3110 · General Property Tax	339,646.70	4,155,604.00	-1,037,931.22	75.02%
3120 · Specific Ownership	19,520.13	210,000.00	-109,653.47	47.78%
3121 · Senior/Veteran's Tax	0.00			
3130 · Abatement	1,053.65			
3140 · Abatement Interest	0.48			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	172.69			
3335 · State Library Grant	0.00	9,914.00	-9,914.00	0.0%
3522 · Book Replacement	727.83	6,000.00	-2,815.80	53.07%
3600 · Miscellaneous Revenue	112.77	3,500.00	-2,999.06	14.31%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	5,596.75	3,500.00	6,961.61	298.9%
3611 · COP / Lease	0.00	5,686,076.00	73,924.00	101.3%
	<u>366,831.00</u>	<u>12,718,521.00</u>	<u>-3,686,406.05</u>	<u>71.02%</u>
	366,831.00	12,718,521.00	-3,686,406.05	71.02%
4050 · Operating Supplies	4,008.45	50,000.00	-38,435.71	23.13%
4053 · Overdue Collection Agency Chrg	93.20	350.00	-131.50	62.43%
4054 · Credit Card Processing Fees	377.91	2,500.00	-926.22	62.95%
4055 · Bank Charges	21.75	525.00	-317.50	39.52%
4056 · Payroll Service	246.26	3,200.00	-1,811.39	43.39%
4057 · Administration Wages				
4047.1 · Director Salary	0.00	140,824.00	-118,255.97	16.03%
4057 · Administration Wages - Other	29,405.97	337,459.00	-229,769.04	31.91%
	<u>29,405.97</u>	<u>478,283.00</u>	<u>-348,025.01</u>	<u>27.24%</u>
Total 4057 · Administration Wages	29,405.97	478,283.00	-348,025.01	27.24%
4058 · Administration Pera/Payroll Tax	4,610.19	73,867.00	-53,458.50	27.63%
4059 · Workers Comp	906.00	9,019.00	-4,199.00	53.44%
4060 · Administration SDI	19.29	2,207.00	-2,110.55	4.37%
4061 · Administration Health Insurance	1,674.28	48,287.00	-41,572.05	13.91%
4062 · Admin Life Insurance	0.00	0.00	0.00	0.0%
4080 · Staff Development	0.00	2,000.00	-1,808.56	9.57%

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

	<b>May 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
4100 - Auditing	0.00	10,000.00	-10,000.00	0.0%
4102 - Consultants	0.00	48,000.00	-48,000.00	0.0%
4120 - Wellness Benefit	324.00	5,400.00	-4,955.00	8.24%
4129 - Meetings-Employees	0.00	4,500.00	-4,225.98	6.09%
4130 - Conferences / Workshops	14.20	4,500.00	464.13	110.31%
4131 - Mileage	138.18	7,000.00	-6,227.71	11.03%
4132 - Meetings (non employees)	0.00			
4139 - Board Expenses	0.00	100.00	-100.00	0.0%
4140 - Dues	0.00	3,000.00	-1,912.00	36.27%
4141 - Library District Memberships	0.00	7,100.00	-6,810.00	4.09%
4145 - Staff Incentives	0.00	10,000.00	-9,213.83	7.86%
4150 - Legal	4,674.50	55,000.00	-30,926.75	43.77%
4160 - Telephone	167.34	15,000.00	-14,162.13	5.59%
4170 - Postage	0.00	1,500.00	-699.40	53.37%
4185 - Copy Machine Lease	860.70	18,500.00	-13,822.95	25.28%
4190 - Miscellaneous Expenses	1,055.00	41,124.00	-23,937.80	41.79%
4191 - Public Relations				
4191.1 - Ads/Sponsorships	0.00			
4191.2 - Print Materials	0.00			
4191.3 - Promotional Items	1,756.72			
4191 - Public Relations - Other	0.00	98,400.00	-98,400.00	0.0%
<b>Total 4191 - Public Relations</b>	<b>1,756.72</b>	<b>98,400.00</b>	<b>-89,254.48</b>	<b>9.29%</b>
4200 - Treasurer's Fee	5,113.00	62,334.00	-15,012.54	75.92%
4401 - Salary & Wages Circulation	19,051.43	248,239.00	-154,148.44	37.9%
4402 - Circulation Pera/Payroll Taxes	2,987.28	35,469.00	-20,726.92	41.56%
4403 - Circulation Health Insurance	772.27	27,294.00	-23,457.09	14.06%
4404 - Circulation Worker's Comp	0.00	0.00	0.00	0.0%
4405 - Circulation SDI	84.25	840.00	-418.75	50.15%
4406 - Circulation Life Insurance	7.75	93.00	-54.25	41.67%
4440 - Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 - Annual Maint / Support Software	725.00	76,500.00	-36,759.35	51.95%
4446 - Tech Support	130.00	1,500.00	-850.00	43.33%

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

	<b>May 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
4450 · Computer Equipment & Supplies	1,342.20	81,150.00	-59,006.93	27.29%
4460 · Monthly Online Services Soft.	2,404.48	1,600.00	6,750.95	521.93%
4470 · Salary & Wages-Tech Services	33,938.41	467,290.00	-317,251.98	32.11%
4472 · Tech Serv Pera/Payroll Taxes	5,321.52	58,409.00	-34,898.60	40.25%
4473 · Tech Serv Health Insurance	5,159.36	55,285.00	-32,844.89	40.59%
4474 · Tech Serv Worker's Comp	0.00	0.00	0.00	0.0%
4475 · Tech Services SDI	-29.32	1,877.00	-1,292.72	31.13%
4476 · Tech Serv Life Insurance	15.50	372.00	-255.75	31.25%
4485 · Teen Programs	727.57	5,000.00	-3,516.95	29.66%
4486 · Internet Service	1,190.96	26,400.00	-20,445.20	22.56%
4498 · Youth Services SDI	84.23	2,994.00	-2,572.85	14.07%
4500 · Salary & Wages-Youth Services	31,484.40	489,943.00	-334,278.58	31.77%
4501 · Youth Services Life Insurance	23.25	558.00	-457.28	18.05%
4502 · Youth Serv Pera/Payroll Taxes	4,933.87	75,246.00	-50,866.11	32.4%
4503 · Youth Serv Health Ins.	2,030.52	69,107.00	-56,890.83	17.68%
4504 · Youth Serv Workers Comp	0.00	0.00	0.00	0.0%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	531.09			
4505 · Youth Service Programs - Other	7,904.08	40,000.00	-24,955.24	37.61%
<b>Total 4505 · Youth Service Programs</b>	<b>8,435.17</b>	<b>40,000.00</b>	<b>-24,263.09</b>	<b>39.34%</b>
4507 · Adult Serv Pera/Payroll Taxes	1,573.14	23,695.00	-15,931.01	32.77%
4508 · Adult Serv Health Insurance	2,633.12	18,428.00	-6,079.86	67.01%
4509 · Adult Serv Worker'sComp	0.00	0.00	0.00	0.0%
4510 · Adult Programs	1,068.21	14,000.00	-10,125.42	27.68%
4511 · Salary & Wages-Adult Services	10,032.80	154,282.00	-104,728.15	32.12%
4513 · Adult Services SDI	75.69	728.00	-349.55	51.99%
4514 · Adult Services Life Insurance	0.00	0.00	0.00	0.0%
4515 · Adult Print Materials	4,277.37	55,000.00	-36,273.59	34.05%
4517 · Materials Processing	503.30	16,000.00	-14,603.65	8.73%
4520 · Adult Non-Print Materials	1,819.57	40,000.00	-34,288.89	14.28%
4521 · Explore Kits	102.69	5,000.00	-4,341.22	13.18%
4525 · Periodicals	89.13	5,000.00	-2,018.71	59.63%

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

	<u>May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4530 · Electronic Databases	0.00	27,000.00	-14,973.70	44.54%
4531 · Downloadable / Streaming Serv.	6,146.48	80,000.00	-29,254.99	63.43%
4532 · Youth Services Print Materials	1,140.58	25,000.00	-17,182.03	31.27%
4533 · Youth Serv Non-Print Materials	285.25	3,500.00	-2,486.27	28.96%
4534 · Games	104.92	10,000.00	-8,199.19	18.01%
4535 · Adult E Materials	6,404.06	94,000.00	-87,595.94	6.81%
4536 · Youth E Materials	610.44	50,000.00	-49,389.56	1.22%
4600 · Teen Print	298.11	3,500.00	-2,438.77	30.32%
4610 · Repairs & Maintenance				
4610.1 · Repair and Maint 3rd Street	0.00			
4610 · Repairs & Maintenance - Other	1,405.00	50,000.00	-39,180.38	21.64%
<b>Total 4610 · Repairs &amp; Maintenance</b>	<b>1,405.00</b>	<b>50,000.00</b>	<b>-39,180.38</b>	<b>21.64%</b>
4615 · Security Service	888.00	1,270.00	-178.00	85.98%
4620 · Utilities				
4620.1 · Utilities 3rd Street	4,072.14			
4620.2 · Utilities Ash Street	18.59			
4620 · Utilities - Other	0.00	40,000.00	-39,715.30	0.71%
<b>Total 4620 · Utilities</b>	<b>4,090.73</b>	<b>40,000.00</b>	<b>-26,194.73</b>	<b>34.51%</b>
4630 · Insurance	0.00	27,000.00	-2,673.00	90.1%
4631 · Bookmobile Maintenance	0.00	15,000.00	-13,727.11	8.49%
4632 · Fuel, Oil, Lubricants				
Book Mobile Fuel	0.00			
4632 · Fuel, Oil, Lubricants - Other	0.00	4,000.00	-3,944.05	1.4%
<b>Total 4632 · Fuel, Oil, Lubricants</b>	<b>0.00</b>	<b>4,000.00</b>	<b>-3,867.73</b>	<b>3.31%</b>
4637 · Outreach Life Insurance	7.75	93.00	-54.25	41.67%
4638 · Salary & Wages-Outreach	11,691.83	177,231.00	-117,600.50	33.65%
4639 · Outreach PERA/ Payroll Taxes	1,833.29	24,509.00	-15,166.14	38.12%
4640 · Outreach Health Ins	767.85	25,339.00	-21,537.47	15.0%
4641 · Outreach Worker's Comp	0.00	0.00	0.00	0.0%
4643 · Book Mobile Expenses/Supplies	0.00	500.00	-359.17	28.17%
4644 · Outreach Phone	146.74	0.00	881.23	100.0%
4647 · Outreach SDI	47.17	866.00	-489.19	43.51%

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

	<u>May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4710 - Land/Building Improvements	0.00			
4721 - Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 - Courier Van	0.00	60,000.00	-6,995.64	88.34%
4723 - Lease Payment	0.00	363,015.00	-363,015.00	0.0%
4726 - Transfer to Reserve Funds	0.00	0.00	0.00	0.0%
9000 - Capital Outlay	87,083.86	8,530,003.00	-7,755,459.66	9.08%
	<u>321,414.12</u>	<u>12,818,521.00</u>	<u>-10,791,574.12</u>	<u>15.81%</u>
	<u><b>45,416.88</b></u>	<u><b>-100,000.00</b></u>	<u><b>7,105,168.07</b></u>	<u><b>-7,005.17%</b></u>

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Kendra Adams called the meeting to order at 5:30 p.m.

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### **Roll Call**

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Julie Cline, Weld RE-4 School District Liaison Aaron Smith, and Attorney Chris Schmidt..

### Absent:

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

### **Review of Agenda**

Director Kling read aloud a statement in regards to the Clearview Library District's partnership that has come to an end with the NOCO Splash Organization. The GLOW program will continue to be held by the Teen Librarian.

### **Public Input**

Nothing at this time.

### **Director's Report - Ann Kling, Library Director**

- Communication
  - Director Kling reported on her presentation of the DOLA Grant.
- Monthly Statistics
  - Director Kling asked if there were questions at this time. There were none.
  - Director Kling reported that circulation continues to increase as well as patron visits to the library.

**Personnel Report** - Ann Kling, Library Director

Director Kling reported that Adult Services Assistant Jennifer King will be moving to a new role as a part-time Mobile Services Assistant. There are two Children Services Assistant positions being filled by Customer Service Specialist, Diana Hyland, who will be moving to her new role in July, and Becca Sharp who will be starting at the end of June. Both have previously worked as librarians in elementary schools. Beth recently hired a new IT Assistant Ronald Combs. The IT & Tech Services Supervisor role remains posted.

**Treasurer's Report** - Ron Dunworth, Treasurer

Ron reported receiving money of about 1.5 million dollars from Weld County. Netting another million dollars into the cash flow. The working balance is 14 million with 5.6 million of this money being held for the loan and building in Severance. The Library is financially in good shape and within the budget for 2022. The library is doing well with expenses and is in good shape.

Motion by Cole Gerstner, second by Frank Baszler, to accept the Treasurer's Report as presented for April 2022; motion passed unanimously.

**Friends & Foundation Report** - Ann Kling, Library Director

Director Kling reported that there will be a garage sale of various items. The Friends and Foundation will handle the sale. A free will donation will be accepted for all items in the sale.. The sale will be held June 17 and June 18 @ 9 a.m. - 3 p.m.

**Reports of the Liaisons**

Town of Windsor: Julie Cline is replacing Scott Charpentier as the Town of Windsor Liaison. Julie reported that the DDA did pass the downtown corridor height on the south side to 45' and the height on the north side to 65' with a 5-7 vote. Developments still need to be approved. Tribe is a developer looking at the property downtown. Also, road construction is set to begin in the next couple of weeks. Work will be done to widen Colorado 392 from 17<sup>th</sup> Street to Colorado Boulevard (WCR 13) from two to four lanes.. The Boardwalk concert series is starting up in June.

Town of Severance: Frank Baszler reported that Bruce Florquist retired from the Town of Severance Board. The new appointed Council Member is Dan Meyers. The North Weld Water board had its election and Tad Stout was named President, thus Tad Stout resigned his position as a Council Member for the Town of Severance, leaving an opening for a new appointee. The town recently passed a noise ordinance. Severance is still negotiating water.

Weld RE-4 School District: Aaron Smith reported that there are 4 bond packages that are open to review by the public. The school board should be voting on these at next month's meeting. Michelle Scallon, principal of Windsor High School, was appointed to be Weld RE-4's next superintendent. The new principal of Windsor High School is Tom Dodd. An ALA Charter School may be applying to the school district. The land in the RainDance subdivision was denied to the ALA Charter School.

## Reports of the Board Members

Nothing at this time.

## Old Business

- Approve Minutes of the March 31, 2022 Regular Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Frank Baszler, to approve minutes of the March 31, 2022 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the April 14, 2022 Special Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Frank Baszler, to approve minutes of the April 14, 2022 Special Board Meeting; motion passed unanimously.
- Approve Minutes of the April 28, 2022 Regular Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Frank Baszler, to approve minutes of the April 28, 2022 Regular Board Meeting; motion passed unanimously.
- Facilities Plan Update – Ron Dunworth, Treasurer, Ann Kling, Library Director
  - Director Kling reported that the Poudre River Library District is donating shelving to the library to be used at Ash Street. A local company, Wildlife Pharmaceuticals (also located in the Ash Street plaza), is donating 6 sets of office furniture, a large conference table, standard and lateral filing cabinets, storage cabinets, and more. This company is moving out of its location and the timing may line up with the Ash Street location being ready to be moved in, or storage might be needed.
  - Ron reported that the Town of Windsor waived some fees for the Ash Street building permitting process and the Town of Severance will waive some fees for the Severance building permitting process.
  - Kendra reported that the 3 projects will help the number of rooftops that the district serves.
  - The Severance location is being designed by RATIO. Ron gave a shout out to Nick Warden of Severance for his help. Frank suggested asking Severance to share their soil testing results.
- Board By-laws Update - Ann Kling, Library Director
  - Director Kling reported on the Memo in the board packet and made her recommendations in regards to Sections 8.3 and 8.4.
  - Ron agreed with Director Kling's Memo presentation and added that addendums would be helpful moving forward. Ron would like strict adherence with processes that only 3 people can sign on the accounts until a new policy is in place. The board and staff held further discussion.

- Attorney Chris Schmidt recommended that policies be drafted and done before the By-laws are amended.
- Kendra recommended amending By-law 5.4.4; the allowance for 5 minutes instead of 3 minutes; Cole proposed changes for this section and will send his recommendations to Director Kling.
- Discussion was held in regards to publishing in the Greeley Tribune and the Coloradoan Newspapers which are both paid subscription news sources.
- Attorney Chris Schmidt will look into questions proposed by board members and get back to them.

### **New Business**

- **Summer Adventure Program - Casey Lansinger-Pierce, Public Services Manager**
  - Casey presented the summer reading program via a slide show presentation.
  - The board was very appreciative of Casey's presentation, expressed thanks to all the staff's hard work revolving around the Summer Reading program, and thanked Chrissie for all her hard work as well.
- **Ad-Hoc Policy Committee - Jeromey Balderrama, Board Member, Ann Kling, Library Director**
  - Kendra reported on revisiting policies with staff and board members.
  - Director Kling reported on yearly reviewing of policies and how the district has been operating in regards to these policies.
  - Jeromey suggested to consistently meet with Director Kling, staff, and board members to review, draft, and/or create new policies. To further streamline the procedure of this and the approval of them in the future.
  - Frank volunteered to serve on this Ad-Hoc Policy Committee alongside Jeromey

### **Upcoming Agenda**

Program Policy

Review of Investments

Approval of Holiday Closures of 2023

Cole Gerstner introduced Reverend William Stanton of St. Alban's Episcopal Church in Windsor.. Reverend Stanton spoke about the Stepping Stones Program and what that program offers. Reverend Stanton also spoke of their Red Door Lunches program which provides a free lunch once a month on Saturdays.

### **Adjourn**

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 7:00 p.m.

### Upcoming Meetings

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

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

DRAFT



## **2023 Proposed Holiday Closings for the Clearview Library District**

**Jan. 1 (Sunday) - New Year's Day** (The library will be closed to the public on Sunday, Jan. 1. The library will be open on Monday Jan. 2, however, full-time staff will have a paid holiday. Two full-time staff who cover Jan. 2 will receive a day off during the pay period in place of working on Jan. 2).

**Apr. 9 (Sunday) - Easter**

**May 28-29 (Sunday, Monday) - Memorial Day Weekend** (Monday is a paid holiday for full-time staff)

**July 4 (Tuesday) - Independence Day**

**Sept. 3-4(Sunday, Monday) – Labor Day weekend** (The bookmobile will be at Main Park for Harvest Festival on Sunday and Monday) (Monday is a paid holiday for full-time staff. If full-time staff work on Labor Day, they will receive a day off during the pay period in place of working on Labor Day.)

**Nov. 22 (Wednesday) Close at 6pm.**

**Nov. 23 (Thursday) Thanksgiving Day**

**Dec. 24-25 (Sunday, Monday) – Christmas Eve Day and Christmas Day** (Full-time staff will receive Monday, Dec. 25 and Tuesday, December 26 as paid holidays. The library will be open to the public on Dec. 26. Two full-time staff who work on Dec. 26 will receive a day off during the pay period in place of working on Dec. 26.)

The library is open to the public on Martin Luther King Day (Jan. 16), Presidents' Day (Feb. 20), Juneteenth(June19), Columbus Day (Oct. 9), and Veteran's Day (Nov. 10).

## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Ann Kling, Director  
**CC:** [ insert, if none, remove ]  
**From:** Library Board Member, Cole Gerstner

**Date:** June 30, 2022  
**Re:** Increasing Liability Insurance  
**Item 3:** New Business

### Background / Discussion

From Trustee Gerstner:

In January I reviewed the existing general insurance carried by the library. One coverage concerned me -which the general liability for auto use. Our current liability and uninsured motorist coverage is \$1 million. I asked our director to contact the company and get recommendations for increased coverage.

We have a bookmobile on the road, and we have employees soon to have 3 locations for work as well as employees using personal autos going to conferences, library related meetings, and programming. Any accidents due to the fault of an employee during the course of their duties would create liability to the district.

Flood and Peterson have presented an umbrella for liability up to an additional \$3 million in coverage. (approx. cost is \$2,000) Any significant accident or death could put our assets at risk. The price tag just for our project in Severance will be \$7-9 million.

I strongly recommend we adopt the additional coverage. We have fiduciary responsibilities to protect the public assets/property.

I also recommend a review of real property coverages and personal property coverages in these highly inflationary times. I am willing to work on this project as well.

### Budget Considerations

There are currently funds available in the insurance line to cover the increase in cost.



**Recommendation(s)**

The staff agree with Trustee Gerstner's recommendation.

**Attachments**

Cost information sheet.



## **Cost of Umbrella Policies for the Clearview Library District**

Quoted by Flood and Peterson, May 2022

### **\$3M Limit**

Pro-rated premium: \$1,409

Full year premium: \$2,100

### **\$2M Limit**

Pro-rated premium: \$956

Full year premium: \$1,425

### **\$1M Limit**

Pro-rated premium: \$503

Full year premium: \$750

Flood and Peterson also recommends that the Umbrella Liability sit over the Employer's Liability coverage on the Pinnacol policy as well. The underwriter would require that we increase the Employer Liability limits on the Pinnacol policy. To increase to \$1M/\$1M/\$1M limits, the premium would slightly increase by \$98.

## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** June 30, 2022

**Re:** Financial Policies and Procedures

**Item 4:** New Business

### **Background / Discussion**

The current version of the Library Board By-laws contains a section on signers on checking accounts. In reviewing the by-laws of other library districts, it was noted that they do not include that level of detail in their by-laws. Instead, they are included in financial policies and procedures. The library district will over the course of the next few months document policies and procedures related to cash management, credit cards, investments, and other areas related to district finances.

### **Recommendation(s)**

The draft policies were shared with Board Treasurer Dunworth for his comments. The staff recommends the board discuss the Credit Card and Cash Management policies/procedures and hear comments from Treasurer Dunworth and staff and if necessary request a second reading at the July Board meeting as suggested in the process developed by the Ad Hoc Policy Committee.

### **Attachments**

Credit Card Policy/Procedure

Cash Management and Banking Policy/Procedure

## **Financial Policies - Draft Credit Card Use**

Clearview Library District credit cards will be provided to the Director, Managers and Communications Specialist for use in purchasing small items (less than \$5,000) and for travel-related expenses. The Director, with Library 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.

- Credit cards may only be used for official library business.
- Credit cards are not to be used for personal use.
- All credit card holders are to submit receipts for every purchase to the Financial/Human Resources Specialist on a monthly basis.
- Credit card statements must be reviewed and approved by the Director on a monthly basis.
- Loss of a credit card must be reported immediately to the credit card bank and to the Financial/Human Resources Specialist.
- The Director or Financial/Human Resources Specialist will cancel credit cards immediately upon termination of an employee.
- Credit cards must be surrendered upon termination of employment or at the request of the Director.
- Clearview Library District is tax exempt. A tax exempt form for any purchase must be provided to the vendor at time of purchase to ensure no sales taxes are applied to the purchase.



## **Financial Policies - Draft Cash Management and Banking**

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

- Funds will be held only by banks which insure funds through the Federal Deposit Insurance Corporation (FDIC) or are organized as a Government Investment Pool as defined in the Colorado State Statutes (C.R.S. 24-75-701).
- The President of the Library Board, the Treasurer of the Library Board, the Library Director and the Department Managers are designated as authorized signers for the bank account used for the payment of library obligations.
- One signature is required for check signing and related operational transactional responsibilities.
- Managers may sign checks in the Director's absence.
- Reimbursements to the library director for expenses incurred for meetings, programs, or other library activities will be approved by the library board president or treasurer.
- Two signatures are required for the opening and closing of accounts.
- Non-budgeted expenditures over \$30,000 must be approved by the Library Board before issuing payment.
- Electronic funds transfer, direct deposit, wire transfers and automated clearing house transactions will be used whenever feasible and available. These transactions can be initiated by the Director with an authorized password and/or PIN number to insure appropriate authorization.
- The Director has authority to transfer funds between banks and Colotrust for the normal operations of the library district; this includes transfers to cover budgeted expenditures and transfers to cover expenditures for special projects that have been approved by the Library Board.
- All bank statements will be reconciled monthly by the Financial/Human Resources Specialist and reviewed and approved by the Director.
- Cash receipts will be accounted for using procedures and documentation developed by the Financial/Human Resources Specialist.
- The district accepts payments in cash, checks, electronic transfer and credit/debit cards.
- Individuals issuing checks which are returned for insufficient funds or any other reason may be submitted to collections and assessed a charge of \$20.