AGENDA

Call to Order

Roll Call

Mission
Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Public Input

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

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

Director's Report - Ann Kling, Library Director

● Introduction of Staff
  ○ Tyler Mooney, IT Assistant
  ○ Cindy Mullanix, Customer Service Specialist
  ○ Caleb Shaver, Mobile Services Assistant

● Communication
● Monthly Statistics
Follow Up Questions to Board/Liaison Reports

Treasurer's Report  - Ron Dunworth, Treasurer

Friends & Foundation Report  - Rochelle Brotsky, Trustee

Old Business

- Approve Minutes of the July 27, 2023, Regular Board Meeting (Action)
- Approve Minutes of the August 9, 2023, Special Board Meeting (Action)
- Crime Insurance Update - Ann Kling, Library Director
- Strategic Planning Committee Update - Ann Kling, Library Director
- Security Audit Update - Ann Kling, Library Director
- Building Project Update - Ann Kling, Library Director

New Business

- Population and Housing Review - Ann Kling, Library Director (Information)
- Approve Application of State Grant to Libraries - Ann Kling, Library Director (Information)
- Approve Marketing Services Contract - Ann Kling, Library Director (Action)
- Approve Purchase of RFID Book Drops for the Library in Severance - Beth Gallinger, IT/Technical Services Manager (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, September 28, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.
DIRECTOR’S REPORT - July 2023

Districtwide Update - Library Director Ann Kling

Highlights
● The Library District submitted their first request for reimbursement from the Department of Local Affairs, Energy Impact Grant. The District was fortunate to receive the grant, which will help with the cost of building the branch in Severance. Reimbursement is calculated on a 90%-10% rate, which means the library district receives 10% of each construction invoice submitted. As construction ramps up in the next months, the library district will be rapidly spending down the grant.
● The branch library building project is still on target to be completed in February 2024
● Furniture and shelving vendors were selected based on an RFP posted by Wember, Inc.

Opportunities
● The Strategic Planning Committee meetings, composed of community members, have provided the Management Team with an opportunity to explain more about library operations and services. The Committee has met twice and will continue meeting into the fall in order to provide feedback for the strategic plan covering the years 2024-2025.

Challenges
● Bats have determined that the renovated Windsor-Severance Library is a good place to reside. Removing them has proved to be challenging. The library district has hired an expert to assist, however, the process is very slow.

Personnel
● Library Board 101 was the All Staff virtual meeting topic on Friday, Aug. 4. Ann Kling presented a slideshow on the duties and responsibilities of trustees. Trustees were on hand to introduce themselves and tell the staff their “why” for becoming a library board member.
● Adult Services Assistant Sarah Strawn, Customer Service Specialist Laura Blakley, and Children’s Services Assistant Julie Santilli were hired and began working for Clearview Library District in July.

Board of Trustees Meeting Highlights - July 2023
● Communications Specialist, Christine Henschler presented the 2022 Impact Report to the Board of Trustees.
● Library Board Treasurer, Ron Dunworth, presented the annual investment review to the Board.
Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights
- We wrapped up the Summer Adventure Program in late July with our annual Summer Carnival, held at the Windsor Severance Library parking lot. We saw over 350 individuals participate in bouncy castles, jousting, ax throwing (soft axes), and much more. During the event we also went live on Facebook to announce our grand prize winners.
- We kicked off our Young at Art partnership -- with the Town of Windsor Museums -- at a kick-off party hosted at the Arts and Heritage Center at the beginning of July. The Young at Art exhibit focused on celebrating Caldecott winners and honor books. At the kick-off event, we brought the bookmobile and also set up a craft table for families to participate in. We saw over 175 individuals at this event.
- We welcomed Sarah Strawn onto our Adult Services Team in July after Maria Mulreaney stepped down to spend more time with her husband. Sarah has worked at Loveland Public Library and Poudre River Library District and brings with her lots of new ideas for adult programming.

Opportunities
- We currently have 24 active teen volunteers who have been a fantastic help during large events over the summer. Additionally, our teen volunteers assist Teen Librarian Amy McFadden with collection maintenance and other tasks as they come up.
- We partnered with the Weld RE-4 School District over the summer to once again offer storyline for students participating in the ESY (extended school year) program. ESY serves to support students for whom time off during the summer is a serious impediment to their learning success. Mobile Services Assistant Christy Olson uses her fluency in ASL to communicate with some of the students who are part of this program. Over the summer, we visited various ESY classrooms 24 times and served an average of 18 students per visit.
- Sarah Penner, author of *The Lost Apothecary*, has been officially selected as our 2024 Clearview Reads author. Sarah will join us in April for her author talk. We look forward to developing tie-in programming related to Sarah’s books’ themes.

Challenges
- We are still feeling the challenges of having space restraints in the Windsor Severance Library when it comes to hosting programs out of the large meeting room. On occasional Tuesdays, we have a quick turn-around between a tween book club program and an adult program that has become difficult to navigate. We have come up with solutions to address this problem, but they aren't ideal. We are thankful for programmers who are flexible and understanding of our ongoing space constraints.
- Planning for our fall bookmobile schedule usually proves challenging as we are waiting to hear back from teachers / Weld RE-4 staff (who are typically on summer break when we create the schedule) so that we can add school stops to our regular schedule. We usually plan our programs and stops a couple of months out, so our schedule with the school district doesn't always align.
IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger

Highlights
- We have moved all our backups to our much newer Buffalo NAS - the previous hardware was approximately ten years old. We are also doing off-site backups to our upgraded server at the Windsor Severance Library. Overall, we are much more confident in our backups and the ability to restore if necessary.
- We have finalized all of our Severance branch opening day collections and sent this information to Ingram and Midwest, our two main physical collection vendors. They are now starting to program their systems so that we can test ordering for the Severance branch collection. We will meet with the selectors in August to review the ordering process.
- IT staff has been working with our children's programmers to coordinate filming the Caterpillar to Butterfly program. It has been a wonderful time watching the transformation and sharing with our patrons, and IT staff are always excited to collaborate with our programming staff to create innovative ways that we can involve patrons.
- The end of the summer adventure program carnival is always a highlight of Clearview Library District, and the IT & Tech Services teams always enjoy helping where we can. We'd like to give a shout-out to Casey Lansinger-Pierce and the whole public services team for doing such a wonderful job - you are all amazing! Thank you for your hard work.

Opportunities
- The discovery layer selection committee had the last demonstration of the discovery layer options. They saw Bibliocommons which is from a Canadian company that works with some large systems in the US, including Chicago Public Libraries. This discovery layer is very user-engaging and has many social aspects to it. The final decision will be made in August.
- IT staff started the initial server room cleanup by removing all extra cabling and began mapping out the physical network - port by port. This is a multi-step process, but the room is starting to get much easier to navigate and find where things go. We are also in the process of removing some old equipment. Next steps will also include cleaning the online Meraki interface into a more standardized setup for ease of troubleshooting and understanding.

Challenges
- We have been having problems with our patron notifications. Email receipts for checked-out items have been down for some time with seemingly no end in sight. We also had a few hiccups with our phone notifications. We have been struggling with getting the necessary support from Innovative and have had to escalate our tickets several times.
- One of the reasons we found the phone notification troubleshooting to be so difficult was that the documentation on this system was lacking. This has been a struggle in IT as very little was previously documented. As we move forward with these types of issues, we strive to create useful documentation for future reference, but this often slows the process and can be frustrating.
July 2023 Usage Stats

Key Takeaways:
- Most stats held steady compared to the previous month.
- Digital circulations have consistently been higher than at the same point last year. Virtual borrowers and e-audiobook circulations continue to climb.
- With school out of session, database usage remained low.
- A change in Google Analytics resulted in an unusually high count for website pageviews. Outliers were removed to adjust the count, though it remains a bit higher than usual.

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

<table>
<thead>
<tr>
<th>Library</th>
<th>Counts for Jul 2023</th>
<th>% Change from Jun 2023</th>
<th>% Change from Jul 2022</th>
<th>Sparklines (data since Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12,232</td>
<td>2.57%</td>
<td>-2.26%</td>
<td></td>
</tr>
<tr>
<td>Bookmobile</td>
<td>1,106</td>
<td>-7.91%</td>
<td>73.08%</td>
<td></td>
</tr>
<tr>
<td>Outreach</td>
<td>523</td>
<td>281.75%</td>
<td>704.62%</td>
<td></td>
</tr>
<tr>
<td>Total Patrons</td>
<td>13,861</td>
<td>4.50%</td>
<td>4.86%</td>
<td></td>
</tr>
</tbody>
</table>

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

### Circulation

<table>
<thead>
<tr>
<th>Physical Circs</th>
<th>Counts for Jul 2023</th>
<th>% Change from Jun 2023</th>
<th>% Change from Jul 2022</th>
<th>Sparklines (data since Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32,757</td>
<td>2.10%</td>
<td>-9.21%</td>
<td></td>
</tr>
<tr>
<td>Digital Circs</td>
<td>11,038</td>
<td>-0.25%</td>
<td>22.12%</td>
<td></td>
</tr>
<tr>
<td>Database Usage</td>
<td>479</td>
<td>-0.83%</td>
<td>-40.86%</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Counts for Jul 2023</th>
<th>% Change from Jun 2023</th>
<th>% Change from Jul 2022</th>
<th>Sparklines (data since Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Attendees</td>
<td>2,481</td>
<td>4.55%</td>
<td>-1.47%</td>
</tr>
<tr>
<td>Total Programs</td>
<td>116</td>
<td>-6.45%</td>
<td>8.41%</td>
</tr>
<tr>
<td>Waitlisted People</td>
<td>69</td>
<td>-13.75%</td>
<td>-34.91%</td>
</tr>
<tr>
<td>Waitlisted Programs</td>
<td>21</td>
<td>-8.70%</td>
<td>-4.55%</td>
</tr>
</tbody>
</table>

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

## Cardholders

<table>
<thead>
<tr>
<th>Counts for Jul 2023</th>
<th>% Change from Jun 2023</th>
<th>% Change from Jul 2022</th>
<th>Sparklines (data since Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Cardholders</td>
<td>5,039</td>
<td>1.51%</td>
<td>4.18%</td>
</tr>
<tr>
<td>New Cardholders</td>
<td>279</td>
<td>2.20%</td>
<td>1.45%</td>
</tr>
</tbody>
</table>

## Website Stats

<table>
<thead>
<tr>
<th>Counts for Jul 2023</th>
<th>% Change from Jun 2023</th>
<th>% Change from Jul 2022</th>
<th>Sparklines (data since Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pageviews</td>
<td>26,498</td>
<td>9.47%</td>
<td>21.61%</td>
</tr>
</tbody>
</table>
Reports of Liaisons

Julie Cline - Town of Windsor

- **Harvest Festival**
  Home - Windsor Harvest Festival | September 2-4, 2023 | Windsor Colorado
  Check the website for the schedule of activities for the weekend
  The Parade Route has changed for Labor Day, September 4th, and will go down Main Street, Hwy 392; check the town website for road closure details
  Don't forget Doggy Dip at the Pool on Sunday, September 3rd

- **Police Department Catalytic Converter Theft Prevention Class**
  The Windsor Police Department and the Colorado Auto Theft Prevention Authority are again hosting a Catalytic Converter DIY Theft Prevention Kit giveaway event! The next event will be held Saturday, Sept. 23, from 8 am to noon, at the Windsor Police Department, 200 N. 11th St. Pre-registration is required, and spots are limited, so learn more and sign up at https://bit.ly/CatalyticKit

- **Energy Savings Opportunity**
  Ready to start your journey toward lower energy bills and a more comfortable home? Xcel Energy's Home Energy Squad will come to your home and make it more efficient for you for FREE. 🤝 Use the code SAVE50 to schedule your visit at http://www.xcelenergy.com/HomeEnergySquad

- **Rec Center**
  Closed week of 8/21 for various maintenance projects, will open back 8/28. One big upgrade is new snow-melt sidewalks will be installed on the south, east, & north entrances.

Ray Ruth - Weld RE4 School District

- School is back in session, and we have completed the first full week. Great to see everyone back at it!

- Ground is starting to move on the new middle school, as well as continued progress on both new elementary schools.

- There was a potential map of new school boundaries that has been leaked online. We have heard a lot of concerns, but this is not the final map. The team will continue working on the
Reports of Liaisons

process of gathering feedback and will present proposals to the board and to Superintendent Scallon.
### Balance Sheet
**As of July 31, 2023**

**ASSETS**

**Current Assets**
- 1010 · Petty Cash: 131.40
- 1015 · Cash on Hand: 433.30
- 1033 · ColoTrust LT Bldg 8004: 2,390,486.00
- 1034 · Colo Trust Gen Fund Res 8005: 2,177,260.98
- 1038 · Colo Trust Operating Fund 8003: 3,745,431.84
- 1040 · Colo Trust Capital Fund-8001: 1,182,952.54
- 1053 · Bank of Colorado--Checking: 4,663,582.68

Total Checking/Savings: 14,367,416.53

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

Total Other Current Assets: 4,682,152.12

**Total Current Assets**: 19,049,568.65

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

Total Other Assets: 5,951,007.25

**TOTAL ASSETS**: 25,000,575.90

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**
- 2000 · *Accounts Payable: 357,549.49

Total Accounts Payable: 357,549.49

Total Current Liabilities: 5,025,019.53

**Long Term Liabilities**
- 2850 · Invest. in Gen. Fixed Assets: 6,038,354.43

Total Long Term Liabilities: 6,038,354.43

**Total Liabilities**: 11,063,373.96

**Equity**
- 2860 · 2000 Fund Balance: 2,241,496.00
- 2862 · TABOR Requirement: 129,287.00
- 3900 · Retained Earnings: 9,775,260.25
- 3906 · Net Income: 1,791,158.69

Total Equity: 13,937,201.94

**TOTAL LIABILITIES & EQUITY**: 25,000,575.90
# Clearview Library District
## July 2023 Revenue and Expenditures

<table>
<thead>
<tr>
<th></th>
<th>July 23</th>
<th>YTD</th>
<th>2023 Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax</td>
<td>$31,656</td>
<td>$5,695,777</td>
<td>$5,736,273</td>
<td>99%</td>
</tr>
<tr>
<td>Specific Ownership Tax</td>
<td>$20,457</td>
<td>$139,441</td>
<td>$230,000</td>
<td>61%</td>
</tr>
<tr>
<td>Other Income</td>
<td>$56,065</td>
<td>$243,851</td>
<td>$153,107</td>
<td>159%</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$108,179</td>
<td>$6,079,070</td>
<td>$6,119,380</td>
<td>99%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookmobile</td>
<td>$63</td>
<td>$9,820</td>
<td>$22,000</td>
<td>45%</td>
</tr>
<tr>
<td>IT</td>
<td>$9,705</td>
<td>$112,284</td>
<td>$213,750</td>
<td>53%</td>
</tr>
<tr>
<td>Materials</td>
<td>$23,877</td>
<td>$183,826</td>
<td>$411,500</td>
<td>45%</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$15,268</td>
<td>$276,678</td>
<td>$501,494</td>
<td>55%</td>
</tr>
<tr>
<td>Programming</td>
<td>$6,797</td>
<td>$33,841</td>
<td>$60,000</td>
<td>56%</td>
</tr>
<tr>
<td>Public Relations</td>
<td>$2,475</td>
<td>$15,579</td>
<td>$98,400</td>
<td>16%</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$171,368</td>
<td>$1,180,354</td>
<td>$2,346,659</td>
<td>50%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$45,980</td>
<td>$321,434</td>
<td>$722,474</td>
<td>44%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>$2,551</td>
<td>$9,221</td>
<td>$32,500</td>
<td>28%</td>
</tr>
<tr>
<td>Capital</td>
<td>$3,634</td>
<td>$17,925</td>
<td>$83,707</td>
<td>21%</td>
</tr>
<tr>
<td>Lease Payment - Branch</td>
<td>$0</td>
<td>$58,311</td>
<td>$356,622</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td>$281,719</td>
<td>$2,219,273</td>
<td>$4,849,106</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Total Capital Expense</strong></td>
<td>$260,124</td>
<td>$2,068,366</td>
<td>$8,683,478</td>
<td>24%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$541,843</td>
<td>$4,287,640</td>
<td>$13,532,584</td>
<td>32%</td>
</tr>
<tr>
<td><strong>DOLA Grant</strong></td>
<td>$57,728</td>
<td>$57,728</td>
<td>$500,000</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-$433,664</td>
<td>$1,791,430</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>
Clearview Library District  
Treasurer’s Report  

 Jul-23  

Current Assets  
Checking/Savings/Cash  

<table>
<thead>
<tr>
<th>Description</th>
<th>6/30/2023</th>
<th>7/31/2023</th>
<th>Change +/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>$51.40</td>
<td>$131.40</td>
<td>$80.00</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>$433.30</td>
<td>$433.30</td>
<td>-</td>
</tr>
<tr>
<td>ColoTrust LT Bldg 8004</td>
<td>$2,379,799.37</td>
<td>$2,390,486.00</td>
<td>$10,686.63</td>
</tr>
<tr>
<td>Colo Trust Gen Fund Res 8005</td>
<td>$2,167,509.40</td>
<td>$2,177,260.98</td>
<td>$9,751.58</td>
</tr>
<tr>
<td>Colo Trust Operating Fund 8003</td>
<td>$4,376,227.84</td>
<td>$3,745,431.84</td>
<td>$(630,796.00)</td>
</tr>
<tr>
<td>Colo Trust Capital Fund-8001</td>
<td>$1,177,654.29</td>
<td>$1,182,952.54</td>
<td>$5,298.25</td>
</tr>
<tr>
<td>Bank of Colorado--Checking</td>
<td>$397,169.17</td>
<td>$207,137.79</td>
<td>$(190,031.38)</td>
</tr>
<tr>
<td>Bank of San Juans, Glacier</td>
<td>$4,663,582.68</td>
<td>$4,663,582.68</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>$15,162,427.45</td>
<td>$14,367,416.53</td>
<td>$(795,010.92)</td>
</tr>
</tbody>
</table>

June 2023 Close: $15,162,427.45  
July 2023 Close: $14,367,416.53  
Month To Month Change: $ (795,010.92)
Board of Trustees Regular Meeting
July 27, 2023 • 5:30 p.m.
Zoom Meeting

Draft Minutes (Unapproved)

Call to Order
President Jeromey Balderrama called the meeting to order at 5:34 p.m.

Roll Call
Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, Town of Severance Liaison Frank Baszler (joined at 5:50 p.m.), Town of Windsor Liaison Julie Cline, Weld RE-4 School District Liaison Raymond Ruth, and Attorney William Garcia

Absent:

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

Mission
Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda
Director Kling announced that no Executive Session will be held tonight. Motion by Cole Gerstner, second by Ron Dunworth, to Remove the Executive Session from the Agenda; motion passed unanimously.

Public Input
Nothing at this time.

Director’s Report - Ann Kling, Library Director
- Communication and Monthly Statistics
  - Director Kling reported on the following items. The end of the Summer Adventure Program carnival is to be held this Saturday. August’s All Staff meeting will be a virtual meeting, titled Library Board 101. Library board members have been invited to attend. The Sign-A-Beam & Touch-A-Truck event will be at the Severance branch project on Thursday, 8/24/23, from 5:30-7:00 p.m.
- Introduction of Staff
  - Director Kling asked staff to introduce themselves to the board.
    - Diane Cabrera, IT Assistant
    - Jessica Colombo, Communications Assistant
Follow Up Questions to Board/Liaison Reports
Weld RE-4 School District Liaison Ray Ruth reported that the two new elementary schools are going vertical, and work is happening on the new middle school.
Town of Severance Liaison Frank Baszler reported on Severance Days and that he will send in his monthly report.
Town of Windsor Julie Cline sent in her monthly report. She also reported that Windsor has a coupon sheet for the businesses near Hwy 257 & Eastman Park Rd., that could use some patronage during the road construction project. Julie will bring some coupon sheets to the library for people to have access to.

Treasurer’s Report - Ron Dunworth, Treasurer
Ron reported on collection of money from Weld County, moving money with the Bank of the San Juans, and DOLA grant money to be applied. Ron reported on the budget and that it’s about 40%; the district is doing good.
Motion by Rochelle Brotsky, second by Cole Gerstner, to accept the Treasurer’s Report as presented for June 2023; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Trustee
Casey reported the F&F are working on the Author Talk and tie-in programming with that event. The F&F will most likely do a Harvest Fest parade float in 2024. In January 2024, two board members will retire. The F&F bookshelf is back in the vestibule at the Windsor Severance Library. The library board has reviewed the job description for a part-time F&F Director and soon will post and hire for that position.

Old Business
- Approve Minutes of the June 23, 2023, Special Board Meeting
  - Minutes were approved.
  - Motion by Kendra Adams, second by Rochelle Brotsky, to approve Minutes of the June 23, 2023 Special Board Meeting; motion passed unanimously.
- Approve Minutes of the June 29, 2023, Regular Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Kendra Adams, to approve Minutes of the June 29, 2023 Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the July 6, 2023, Special Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve Minutes of the July 6, 2023, Special Board Meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director
  - Director Kling reported on putting in for the first DOLA request.
The Severance branch project updates are on the website. At the job site, the plumbing infrastructure is in, electrical infrastructure is being worked on, the foundation is in, and the piles of dirt are being removed.

- **Strategic Planning Update** - Ann Kling, Library Director
  - Director Kling reported that July's meetings were more of an educational type about what the library district does and services it offers the community. Take always were further delving into thoughts, suggestions, and questions from committee members.

- **Crime Insurance Update** - Ann Kling, Library Director
  - Director Kling reported there isn't an update at this time.

- **Security Plan Update** - Ann Kling, Library Director
  - Director Kling reported hearing from another security consultant who will be submitting a proposal.

- **2022 Annual Audit Update** - Ann Kling, Library Director
  - Director Kling reported that the audit has been completed. There will be an audit committee meeting, the auditor will summarize the audit and take questions from committee members. Director Kling will file the audit electronically with the state of Colorado before July 31st.

**New Business**

- **Annual Review of Investments** - Ron Dunworth, Library Board Treasurer
  - Ron reported on being well ahead of the target for investments. The investments are working well therefore, at this time, there is no need to investigate doing anything more. The library district's current investment strategy is working and going well.

- **Annual Impact Report** - Christine Henschler, Communications Specialist
  - Christine shared the report through a slideshow presentation, reported that it is in its final draft stages, and that the board will receive copies for review. Christine answered board questions. Christine thanked Brad Vogler for his work on the report. Director Kling and the board thanked Christine and Brad for both their work on the report.

- **Director's 2nd Quarter 2023 Goals** - Ann Kling, Library Director
  - Director Kling reported on the Administrative Services Building being done, the Windsor Severance Library has a couple more things, and the Severance branch is under construction.
  - Director's Evaluation/feedback will be done in November.

**Upcoming Agenda**

- Introduction of Staff
- Building Project Update
- Strategic Planning Update
- Crime Insurance Update
Population and Housing

Adjourn
Motion by Kendra Adams, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 7:04 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, August 31, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

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

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

Roll Call
Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams, and Attorney Bill Garcia

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

Review of Agenda
Ron Dunworth moved to drop the Executive Sessions from the agenda as these should be talked about in public.
Motion by Ron Dunworth, second by Cole Gerstner, to Remove the Executive Sessions from the Agenda; motion passed unanimously.

Public Input
President Balderrama announced that public comment will be heard at the beginning of the meeting. Public comment was given by community residents present. There was no public comment given by Zoom community residents.

New Business
• Consider Amendment of Facilities Plan and Consider Declaration of Surplus Property
  - Main Street Property - Jeromey Balderrama, Library Board President
    - President Balderrama asked Attorney Garcia to speak on the Facilities Plan. Attorney Garica cited library law Colo. Rev. Stat. § 24-90-109(1)(i) and then stated how to proceed discussing the Facilities Plan. He also spoke to the background of the Facilities Plan.
    - Motion by Cole Gerstner, seconded by Kendra Adams, that at this time to affirm the current facility plan and decline to declare the Main Street property as surplus property.
    - Board members each shared their thoughts and opinions, and held discussion on the Facilities Plan and the Main Street property.
○ Cole asked that the term sheet be attached to the minutes of this meeting as open record to the public. Attorney Garcia said that the term sheet can be attached to the minutes for public viewing and that it does not have any language within it that deals with confidentiality, or confidentiality clause, or non-disclosure.
○ Motion by Cole Gerstner, second by Kendra Adams, to Affirm the Current Facility Plan and to Decline to Declare the Main Street Property Surplus Property Both at this Time and Also Make the August 1st Term Sheet in the Form of Entry from Dylan Companies Kansas LLC that those Documents be Part of the Record in the Minutes of this Meeting:
  ● Roll call vote was taken; Motion carries.

Adjourn
Motion by Kendra Adams, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 6:14 p.m.

Upcoming Meetings
- Board of Trustees Regular Meeting, August 31, 2023, 5:30 p.m. – Windsor Severance Library and Zoom

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

August 1, 2023

Ann Kling
Director
Clearview Library District
730 3rd St.
Windsor, CO 80550
Email: director@clearviewlibrary.org

RE: Term Sheet and Letter of Intent –
Northwest corner of Hwy 392 and the to be built Greenspire Dr.
Windsor, CO

Dear Ann,

I am pleased to convey the following terms which, if acceptable between Seller and Buyer, would form the basis of a Purchase & Sale Agreement (PSA).

1. **BUYER:** Dillon Companies LLC, a Kansas limited liability corporation, dba King Soopers

2. **SELLER:** Clearview Library District

3. **PROPERTY:** Approximately 5.76 acres of land shown on the attached Parcel Map as Lot 3 and generally located at the Northwest corner of Hwy 392 and the to be built Greenspire Dr. in the city of Windsor, county of Weld, state of Colorado.
   Parcel Number 080716422014
   Account Number - R3651605

4. **PURCHASE PRICE:** $1,500,000

5. **CAPITAL COMMITTEE:** This deal is contingent upon Buyer receiving approval of Kroger’s capital committee.

6. **SELLER’S WORK:** Seller shall deliver the property in “as-is where-is” condition.

7. **ENTRY AGREEMENT:** Time is of the essence due to the entitlement process. Buyer’s investigation as outlined in the Entry Agreement (form attached) shall be completed within 180 days of the effective date of the Entry Agreement. Buyer shall have the ability to extend its investigation two times for thirty (30) days per extended period.
8. **EXCLUSIVE:** In addition to other restrictions etc. Buyer shall have the sole right in the Shopping Center to sell groceries, liquor, and operate a pharmacy, which shall be further defined in the forthcoming amendment to the existing REA for the Shopping Center, which shall be negotiated simultaneously with the purchase and sale agreement.

9. **EXCLUSIVE NEGOTIATIONS:** Seller acknowledges that Buyer is seeking to obtain building permits as quickly as possible and will be spending a considerable amount of money prior to closing. As such, Seller will not enter negotiations with another user for the Property or with a competitor to Buyer.

10. **CLOSING DATE:** Closing date shall be within 30 days of Buyer's receipt of building permit.

11. **BROKERS:** Crosbie Real Estate Group, LLC (Scott Steputis and Rhonda Coy) are acting as Buyer's agent and shall be paid a market rate anchor commission per a separate agreement with the Seller.

   In compliance with C.R.S. 12-61-808, regarding disclosure requirements, Crosbie Real Estate Group, LLC., advises all parties hereto that it is acting as Buyer's agent in this transaction. Please be advised that "DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE THAT INCLUDE TENANT AGENCY, LANDLORD AGENCY, BUYER AGENCY, SELLER AGENCY, OR STATUS AS A TRANSACTION BROKER.

**DISCLAIMER:**

This letter/proposal is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties intend that neither shall have any contractual obligations to the other with respect to the matters referred to herein unless and until a definitive agreement has been fully executed and delivered by both parties. The parties agree that this letter/proposal is not intended to create any agreement or obligation by either party to negotiate a definitive purchase and sale agreement and imposes no duty whatsoever on either party to continue negotiations, including without limitation any obligation to negotiate in good faith or in any way other than at arm's length. Prior to the delivery of a definitive executed agreement, and without any liability to the other party, either party may (1) propose different terms from those submitted herein, (2) enter into negotiations with other parties and/or (3) unilaterally terminate all negotiations with the other party hereto. The parties acknowledge that they have not entered into any agreement to negotiate such definitive Purchase and Sale Agreement to this letter of intent, and either party may, at any time prior to the execution of such definitive Purchase and Sale Agreement, propose different terms from those summarized herein and unilaterally terminate all negotiations without any liability whatsoever to the other party. Each party is and will be solely liable for all of its fees, costs, and other expenses in connection and in conjunction with the negotiation and preparation of a final agreement pursuant to this Letter of Intent.
If the foregoing meets with your approval, please sign both copies of this letter and return one fully executed. The terms of this letter will automatically terminate within five (5) business days.

We look forward to your response and working with you.

THIS FORM HAS NOT BEEN APPROVED BY THE STATE OF COLORADO REAL ESTATE COMMISSION.

Accepted and agreed to this _____ day of ________________, 2023.

Buyer:

By: ______________________

Name: ______________________
Title: ______________________

Accepted and agreed to this _____ day of ________________, 2023.

Seller:

By: ______________________

Name: ______________________
Title: ______________________

*** END OF AGREEMENT ***
Parcel Map
Form of ENTRY AGREEMENT

THIS ENTRY AGREEMENT (this “Agreement”) made effective this ____ day of _____, 2023, by and between ___________________________ ("Licensor"), and Dillon Companies, LLC, a Kansas limited liability company, d/b/a King Soopers, a Kansas corporation ("Licensee").

WITNESSETH:

WHEREAS, Licensor is the owner of certain land located __________________________ (the “Premises”), which Premises consists of approximately _____ acres and more particularly depicted in Exhibit “A” attached hereto and made a part hereof by this reference; and

WHEREAS, Licensee desires, by and through its contractors, to perform work, including without limitation, title, survey, environmental studies, soil borings, building structural investigation, feasibility studies and the like ("Due Diligence") at the Premises; and

WHEREAS, in furtherance of the foregoing, Licensor desires to grant Licensee a license to enter upon the Premises in order to perform Due Diligence.

NOW THEREFORE, in consideration of One and 00/100 Dollar and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Licensee shall have the right and obligation, for a period of one hundred eighty (180) days immediately following the date of this Agreement (the “Testing Period”), to enter upon the Premises and perform Due Diligence, at Licensee’s sole cost and expense. During the Testing Period, Licensee shall take (and shall cause its contractors to take) commercially reasonable efforts to not unreasonably disrupt the business operations of Licensor or any tenants of Licensor conducting business on the Premises.

2. Licensee shall indemnify, defend and hold harmless Licensor, its employees, agents, representatives and tenants, from and against any and all claims, actions, damages, liabilities, and expenses, including reasonable attorneys’ fees, in connection with loss of life, personal injury, or damage to property arising from or out of any occurrence in, upon or at the Premises in connection with Licensee’s Due Diligence.

3. Licensee shall be fully and solely responsible for all damage done to the Premises resulting from Licensee’s Due Diligence (ordinary wear and tear excepted), and shall promptly repair the same at its sole cost and expense.

4. Licensee’s right to access the Premises under this Agreement shall terminate when this Agreement expires or is otherwise terminated prior to the end of the Testing Period.
IN WITNESS WHEREOF, the parties hereto signed this Entry Agreement as of the date first written above.

"Licensor"

____________________________

"Licensee"

Dillon Companies, LLC, a Kansas limited liability company d/b/a King Soopers, a Kansas corporation

By:

____________________________

Name:

____________________________

Title:

____________________________

By:

____________________________

Name:

____________________________

Title:
EXHIBIT A

Premises

(insert plan / survey)
MEMORANDUM

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

Date: August 31, 2023
Re: Population and Housing Review
Item 5.1: New Business

Background / Discussion
The Board of Trustees reviews population and housing data each July to track trends. The information is used for future planning.

Attachments
Pertinent documents on population and housing covering Severance, West Greeley and Windsor.
Next Growth Areas: Annexations

4500+ acres of developable land in high priority annexation areas

City’s Long Range Urban Growth Area
POPOPULATION

**42,840**

**LARIMER COUNTY**
376,898

**WELD COUNTY**
350,176

**MEDIAN AGE**
39

**POPULATION BY YEAR**

<table>
<thead>
<tr>
<th>Year</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>20,869</td>
</tr>
<tr>
<td>2013</td>
<td>21,982</td>
</tr>
<tr>
<td>2014</td>
<td>22,674</td>
</tr>
<tr>
<td>2015</td>
<td>23,640</td>
</tr>
<tr>
<td>2016</td>
<td>25,687</td>
</tr>
<tr>
<td>2017</td>
<td>28,226</td>
</tr>
<tr>
<td>2018</td>
<td>31,179</td>
</tr>
<tr>
<td>2019</td>
<td>34,214</td>
</tr>
<tr>
<td>2020</td>
<td>36,697</td>
</tr>
<tr>
<td>2021</td>
<td>40,350</td>
</tr>
<tr>
<td>2022</td>
<td>42,840</td>
</tr>
</tbody>
</table>

**7.36% AVERAGE YEARLY GROWTH RATE SINCE 2012**

**EDUCATION ATTAINMENT**

- **HIGH SCHOOL GRADUATE** - 97.1%
- **BACHELOR’S DEGREE** - 48.2%
- **GRADUATE DEGREE** - 16.4%

**HIGHER EDUCATION ENROLLMENT**

- **Colorado State University** / **27,956**
- **University of Northern Colorado** / **7,798**
- **Front Range Community College** / **18,570**
- **AIMS Community College** / **6,940**

**HOUSING**

- **15,635 UNITS**
  - 80% OWNER OCCUPIED
  - 20% RENTER OCCUPIED

**HOUSING**

- **RENTAL VACANCY** - 1.3%
- **OWNER VACANCY** - 0.6%

**HOUSEHOLD INCOME**

- **$111,477 MEDIAN**
- **$132,933 AVERAGE**

**HOME SALES**

- **$600,000 MEDIAN**
- **96 MEDIAN DAYS ON MARKET**

**ELECTED OFFICIALS TOP STRATEGIC PLAN PRIORITIES**

- Strategic Growth
- Sustainable Infrastructure
- Vibrant and Healthy Economy

*Sources: ESRI, Town of Windsor, RedFin, Realtor, Direct Source, US Census*
WORKFORCE POPULATION
24,661 Total Eligible Age 16 and Over
69% IN LABOR FORCE
3% UNEMPLOYMENT RATE

TOP INDUSTRIES

<table>
<thead>
<tr>
<th>Industry</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Services &amp; Healthcare</td>
<td>22.8%</td>
</tr>
<tr>
<td>Professional, Scientific &amp; Technical</td>
<td>12.7%</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>11.7%</td>
</tr>
<tr>
<td>Finance, Insurance &amp; Real Estate</td>
<td>9.4%</td>
</tr>
<tr>
<td>Construction</td>
<td>8.4%</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>8.1%</td>
</tr>
<tr>
<td>Other</td>
<td>26.9%</td>
</tr>
</tbody>
</table>

SIZE
27.0 SQUARE MILES

SITE OPPORTUNITY FOR COMMERCIAL DEVELOPMENT
~7,000 AVAILABLE ACRES
13 BUSINESS PARKS
3 COMMERCIAL AREAS

INFRASTRUCTURE

AIR
» Denver International
» Northern Colorado Regional
» Greeley-Weld County
» Cheyenne Regional

RAIL
» Great Western Railway
» Burlington Northern Sante Fe Railway (BNSF)
» Union Pacific Railroad

TRUCK
» I-25
» Highway 392
» Highway 257
» Highway 34

GOVERNMENT
Form of Government: Colorado Home Rule Municipality; Board-Manager
Boards & Commissions:
Town Board; Planning Commission; Board of Adjustment; Parks, Recreation & Culture Advisory Board; Historic Preservation; Water & Sewer Board; Tree Board; and Housing Authority
**TAXES**

<table>
<thead>
<tr>
<th>No.</th>
<th>State Revenue per Capita</th>
<th>State &amp; Local Corporate Income Tax Collections per Capita</th>
<th>Combined State and Local Sales Tax Rates - Larimer County</th>
<th>Combined State and Local Sales Tax Rates - Weld County</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>29</td>
<td>7.35%</td>
<td>6.55%</td>
<td></td>
</tr>
</tbody>
</table>

*Colorado remains a popular place to do business due to lower taxes. Weld County has been able to maintain a real estate property tax level that is significantly lower than the surrounding areas due to extensive oil & gas activities.*

**RETAIL SALES TAX**

<table>
<thead>
<tr>
<th>2.9%</th>
<th>Colorado</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>Weld County</td>
</tr>
<tr>
<td>0.8%</td>
<td>Larimer County</td>
</tr>
<tr>
<td>3.65%</td>
<td>Town</td>
</tr>
</tbody>
</table>

**STATE CORPORATION & PERSONAL INCOME TAX**

4.4% of Federal Taxable Income

*Inventories, Goods in Transit, and Intangibles are NOT TAXED in Colorado and there is NO FRANCHISE TAX.*

**PROPERTY TAXES**

Industrial or commercial property (buildings, land and equipment) is assessed at 29% of market value. The state does not levy a property tax; however, counties do via tax districts and mill levies.

**How do mill levies work?**
The mill levy represents the dollars levied for each $1,000 of assessed value. For example, with a mill levy of 95.000 mills, the property owner would pay $95.00 for every $1,000 in assessed value.

**STATE UNEMPLOYMENT INSURANCE**

New employers start paying UI premiums at a beginning rate depending on the type of business activity. For rate year 2023 the rate consists of only the base rate. There are no surcharges in effect for 2023. New employers in construction-related industries may be subject to a different beginning rate.

**CONNECT WITH WINDSOR**

- Stacy Brown  
  Director of Economic Development  
  sbrown@windsorgov.com

- Terry Schwindler, CEcD  
  Business Development Specialist  
  tschwindler@windsorgov.com

WindsorEconomicDevelopment.com | 970-674-2488
### Building Permit Report

**July 2023**

<table>
<thead>
<tr>
<th></th>
<th>Single Family</th>
<th>Multi-Family</th>
<th>Commercial</th>
<th>Industrial</th>
<th>Other*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Permits</strong></td>
<td># of Units</td>
<td>Total Valuation</td>
<td># of Permits</td>
<td>Total Valuation</td>
<td># of Permits</td>
</tr>
<tr>
<td>Jan</td>
<td>13</td>
<td>$10.44M</td>
<td>6</td>
<td>$0.16M</td>
<td>1</td>
</tr>
<tr>
<td>Feb</td>
<td>6</td>
<td>$2.23M</td>
<td>2</td>
<td>$1.35M</td>
<td>1</td>
</tr>
<tr>
<td>Mar</td>
<td>0</td>
<td>$0.00M</td>
<td>1</td>
<td>$0.11M</td>
<td>6</td>
</tr>
<tr>
<td>April</td>
<td>4</td>
<td>$3.10M</td>
<td>2</td>
<td>$2.34M</td>
<td>1</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
<td>$0.00M</td>
<td>1</td>
<td>$2.28M</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>$0.00M</td>
<td>2</td>
<td>$1.87M</td>
<td>1</td>
</tr>
<tr>
<td>July</td>
<td>8</td>
<td>$1.29M</td>
<td>3</td>
<td>$4.05M</td>
<td>0</td>
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<tr>
<td>Total</td>
<td>24</td>
<td>$17.06M</td>
<td>17</td>
<td>$12.16M</td>
<td>10</td>
</tr>
</tbody>
</table>

*Other includes residential/commercial additions, remodels, or tenant finishes; electrical permits, uninhabitable structures, and similar permits.

**Valuation:** The value of labor and materials and does not represent sales prices. Total average is the total value divided by number of permits. Average value is the average of all subdivisions together.
SINGLE FAMILY BUILDING PERMIT OVERVIEW

MONTHLY SUMMARY

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits Issued</td>
<td>14</td>
</tr>
<tr>
<td>Average Valuation</td>
<td>$458,336</td>
</tr>
<tr>
<td>Permit Ready Lots</td>
<td>1,040</td>
</tr>
<tr>
<td>Lots Requiring Further Review</td>
<td>229</td>
</tr>
</tbody>
</table>

PERMITS BY SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>District</th>
<th>Monthly Total</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-4 Weld</td>
<td>11</td>
<td>53</td>
</tr>
<tr>
<td>PSD Larimer</td>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>R2-J Larimer</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

TOP PERMITS BY SUBDIVISION

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raindance Subdivision Filings 2-6, 8, 9, 15-17, 19</td>
<td>9</td>
</tr>
<tr>
<td>Fossil Creek Ranch Filings 1-2</td>
<td>2</td>
</tr>
<tr>
<td>Greenspire (Phases 1-9)</td>
<td>1</td>
</tr>
</tbody>
</table>

LOTS BY COUNTY

<table>
<thead>
<tr>
<th>County</th>
<th>Total Lots</th>
<th>Permit Ready Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larimer</td>
<td>2,207</td>
<td>238</td>
</tr>
<tr>
<td>Weld</td>
<td>5,345</td>
<td>802</td>
</tr>
</tbody>
</table>

YEARLY COMPARISON—SINGLE FAMILY DETACHED PERMITS ISSUED

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>356</td>
</tr>
<tr>
<td>2014</td>
<td>246</td>
</tr>
<tr>
<td>2015</td>
<td>241</td>
</tr>
<tr>
<td>2016</td>
<td>285</td>
</tr>
<tr>
<td>2017</td>
<td>429</td>
</tr>
<tr>
<td>2018</td>
<td>365</td>
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<tr>
<td>2019</td>
<td>516</td>
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<tr>
<td>2020</td>
<td>546</td>
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<tr>
<td>2021</td>
<td>589</td>
</tr>
<tr>
<td>2022</td>
<td>721</td>
</tr>
<tr>
<td>2023</td>
<td>921</td>
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</table>

<table>
<thead>
<tr>
<th>Year-End Total</th>
<th>Through July</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>356</td>
</tr>
<tr>
<td>2014</td>
<td>246</td>
</tr>
<tr>
<td>2015</td>
<td>241</td>
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### SINGLE FAMILY PERMITS ISSUED BY SUBDIVISION

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<th>Zone Dist.</th>
<th>Total Lots</th>
<th>Total Issued</th>
<th><strong>Total Units Issued</strong></th>
<th>Permits this Month</th>
<th>Units this Month</th>
<th>Lots Remaining</th>
<th>Permit Ready Lots</th>
<th>Lots Needing Further Approval</th>
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</table>

### Zoning
- **E-1**: Estate Residential (Septic)
- **E-2**: Estate Residential (Sewer)
- **SF-1**: Single Family Residential
- **RMU**: Residential Mixed Use

### School District
- **RE-4**: Weld County RE-4
- **PSD**: Poudre School District
- **R2-J**: Thompson School District

### Utility Services Index
- **A**: Town of Windsor Water & Town of Windsor Sewer
- **B**: Town of Windsor Water & Septic System
- **C**: Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.
- **D**: Ft. Collins/Loveland Water District & Septic System
- **E**: Ft. Collins/Loveland Water District & Town of Windsor Sewer
- **F**: North Weld Water District & Septic System
- **G**: North Weld Water District & Town of Windsor Sewer
- **H**: North Weld Water & Box Elder Sewer
UNPLATTED SINGLE-FAMILY RESIDENTIAL PROJECTS

**KEY**

MP - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.

UR - Under Review - This project is currently being reviewed by town staff and has not yet been approved.

IA - Inactive - Projects not actively under review

**Utility Services Index**

A. Town of Windsor Water & Town of Windsor Sewer
B. Town of Windsor Water & Septic System
C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.
D. Ft. Collins/Loveland Water District & Septic System
E. Ft. Collins/Loveland Water District & Town of Windsor Sewer
F. North Weld Water District & Septic System
G. North Weld Water District & Town of Windsor Sewer

---

**SUBDIVISIONS**

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<tr>
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<th>Zoning</th>
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<th># of</th>
<th>School</th>
<th>Utility</th>
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<td>Trevenna</td>
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<td>MP</td>
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**TOTAL: 6105**
MULTI-FAMILY BUILDING PERMIT OVERVIEW

**MONTHLY SUMMARY**

| Permit Issued | 1 |
| Number of Units | 8 |
| Total Valuation | $1,288,106 |
| Permit Ready Lots | 251 |
| Lots Requiring Further Review | 0 |

**UNITS BY SCHOOL DISTRICT**

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<th>Monthly Total</th>
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<td>R2-J Larimer</td>
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**YEARLY COMPARISON—DWELLING UNITS PERMITTED**

- Year-End Total
- Through July

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## Multi-Family Permits Issued by Subdivision

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<th>Status</th>
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<th>This Year</th>
<th>This Month</th>
<th>Units/ Lots Remaining</th>
<th>Permit Ready Lots/Units</th>
<th>Lots Needing Further Approval</th>
<th>School District</th>
<th>Utility Service</th>
<th>Final Approval Date</th>
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<td><strong>Totals</strong></td>
<td></td>
<td>1,456</td>
<td>8</td>
<td>0</td>
<td>251</td>
<td>251</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Multi-Family is defined as duplexes, tripexes, fourplexes, fiveplexes, sixplexes, apartments and condominiums.

## Unplatted Multi-Family Projects

<table>
<thead>
<tr>
<th>Subdivisions</th>
<th>Zoning</th>
<th>Status</th>
<th>Total Lots</th>
<th>School District</th>
<th>Utility Service</th>
<th>Final Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fossil Creek Meadows Master Plan</td>
<td>RMU-1</td>
<td>MP</td>
<td>469</td>
<td>PSD</td>
<td>C</td>
<td>1/19/06</td>
</tr>
<tr>
<td>Great Western Master Plan</td>
<td>RMU-1</td>
<td>MP</td>
<td>396</td>
<td>RE-4</td>
<td>A</td>
<td>11/13/06</td>
</tr>
<tr>
<td>Greenspire (Senior housing) Master Plan (80-100 units)</td>
<td>RMU-1</td>
<td>MP</td>
<td>80</td>
<td>RE-4</td>
<td>A</td>
<td>4/15/04</td>
</tr>
<tr>
<td>Tacincala Master Plan</td>
<td>RMU-1</td>
<td>MP</td>
<td>475</td>
<td>RE-4</td>
<td>A</td>
<td>12/18/06</td>
</tr>
<tr>
<td>Tacincala Master Plan (Collette Farm)</td>
<td>RMU-1/PUD</td>
<td>MP</td>
<td>369</td>
<td>RE-4</td>
<td>A</td>
<td>3/28/11</td>
</tr>
<tr>
<td><strong>1,789</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Key
- **MP** - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.
- **UR** - Under Review - This project is currently being reviewed by town

### Utility Service Index
- **A.** Town of Windsor Water & Town of Windsor Sewer
- **B.** Town of Windsor Water & Septic System
- **C.** Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation District
- **D.** Ft. Collins/Loveland Water District & Septic System
- **E.** Ft. Collins/Loveland Water District & Town of Windsor Sewer
- **F.** North Weld Water District & Septic System
- **G.** North Weld Water District & Town of Windsor Sewer
# COMMERCIAL BUILDING PERMIT OVERVIEW

## COMMERCIAL PERMITS ISSUED BY MONTH

<table>
<thead>
<tr>
<th>Month</th>
<th>Project Name</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Raindance National Golf Course (6 total)</td>
<td>1775 Raindance National Dr</td>
<td>Comfort stations (6 total) for Golf Course.</td>
</tr>
<tr>
<td>February</td>
<td>Hiltop Beverage</td>
<td>2116 Picture Point Dr</td>
<td>New liquor store and future flex units.</td>
</tr>
<tr>
<td>February</td>
<td>Village East Maintenance Building</td>
<td>855 Maplebrook Dr Bldg 14(N)</td>
<td>New single story maintenance building.</td>
</tr>
<tr>
<td>March</td>
<td>Eagle Crossing Maintenance Building</td>
<td>4825 Grandstand Dr</td>
<td>Maintenance building.</td>
</tr>
<tr>
<td>April</td>
<td>Eagle Crossing Pool Building</td>
<td>4786 Grandstand Dr</td>
<td>Pool Building.</td>
</tr>
<tr>
<td>April</td>
<td>Peakview Elementary School</td>
<td>550 Sundance Dr</td>
<td>New 73,000 sqft elementary school.</td>
</tr>
<tr>
<td>May</td>
<td>Raindance Elementary</td>
<td>2015 Covered Bridge Pkwy</td>
<td>New 74,000 sqft elementary school.</td>
</tr>
</tbody>
</table>
| June    | Poudre Pet and Feed Supply Kum & Go  | 403 Pointe Plaza Dr. 450 Crossroads Blvd | New 6,000 sqft building  
New convenience store with fuel canopy |
| July    | Water Valley South Storage           | 360 Rancho Dr. Bldg 3-4 1775 Raindance National Dr | New 13,440sqft and new 19,200sqft storage buildings  
Pedestrain walkway tunnel for sled hill |
| August  |                                     |                                |                                                                             |
| September |                                  |                                |                                                                             |
| October |                                     |                                |                                                                             |
| November|                                     |                                |                                                                             |
| December|                                     |                                |                                                                             |
## COMMERCIAL/INDUSTRIAL BUILDING PERMIT OVERVIEW

### INDUSTRIAL PERMITS ISSUED BY MONTH

<table>
<thead>
<tr>
<th>Month</th>
<th>Project Name</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Future Legends Sports Park</td>
<td>1078 Future Legends Dr</td>
<td>1-story Concessions building 1,522 sqft.</td>
</tr>
<tr>
<td>February</td>
<td>Future Legends Sports Park Maintenance Building</td>
<td>1098 Future Legends Dr</td>
<td>1-story maintenance building 5,003 sqft.</td>
</tr>
<tr>
<td>March</td>
<td>Future Legends Sports Park Maintenance Building</td>
<td>1096 Future Legends Dr</td>
<td>1-story maintenance building 6,518 sqft.</td>
</tr>
<tr>
<td>April</td>
<td>Future Legends Sports Park Maintenance Building</td>
<td>755 Diamond Valley Dr</td>
<td>New construction of a 1-story maintenance building with a mezzanine 2,626 sqft.</td>
</tr>
<tr>
<td>May</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Windsor Charter Academy</td>
<td>810 Automation Dr</td>
<td>New 37,402 square feet building, new turf soccer field and paved parking areas.</td>
</tr>
<tr>
<td>July</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMMERCIAL YEARLY COMPARISON

![Commercial Yearly Comparison Graph]

### INDUSTRIAL YEARLY COMPARISON

![Industrial Yearly Comparison Graph]
QuickFacts
Severance town, Colorado
QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

Table

<table>
<thead>
<tr>
<th>All Topics</th>
<th>Severance town, Colorado</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total nonemployer establishments, 2020</strong></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Population</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Estimates, July 1, 2022, (V2022)</td>
<td>△ 10,581</td>
</tr>
<tr>
<td>Population estimates base, April 1, 2020, (V2022)</td>
<td>△ 7,683</td>
</tr>
<tr>
<td>Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)</td>
<td>△ 37.7%</td>
</tr>
<tr>
<td>Population, Census, April 1, 2020</td>
<td>7,683</td>
</tr>
<tr>
<td>Population, Census, April 1, 2010</td>
<td>3,165</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Age and Sex</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons under 5 years, percent</td>
<td>△ 11.2%</td>
</tr>
<tr>
<td>Persons under 18 years, percent</td>
<td>△ 32.5%</td>
</tr>
<tr>
<td>Persons 65 years and over, percent</td>
<td>△ 8.4%</td>
</tr>
<tr>
<td>Female persons, percent</td>
<td>△ 47.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Race and Hispanic Origin</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>White alone, percent</td>
<td>△ 84.3%</td>
</tr>
<tr>
<td>Black or African American alone, percent (a)</td>
<td>△ 0.7%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone, percent (a)</td>
<td>△ 0.6%</td>
</tr>
<tr>
<td>Asian alone, percent (a)</td>
<td>△ 0.3%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone, percent (a)</td>
<td>△ 0.0%</td>
</tr>
<tr>
<td>Two or More Races, percent</td>
<td>△ 9.1%</td>
</tr>
<tr>
<td>Hispanic or Latino, percent (b)</td>
<td>△ 13.8%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino, percent</td>
<td>△ 79.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Population Characteristics</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans, 2017-2021</td>
<td>564</td>
</tr>
<tr>
<td>Foreign born persons, percent, 2017-2021</td>
<td>1.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Housing</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing units, July 1, 2022, (V2022)</td>
<td>△</td>
</tr>
<tr>
<td>Owner-occupied housing unit rate, 2017-2021</td>
<td>△ 96.6%</td>
</tr>
<tr>
<td>Median value of owner-occupied housing units, 2017-2021</td>
<td>$404,600</td>
</tr>
<tr>
<td>Median selected monthly owner costs - with a mortgage, 2017-2021</td>
<td>$2,008</td>
</tr>
<tr>
<td>Median selected monthly owner costs - without a mortgage, 2017-2021</td>
<td>$484</td>
</tr>
<tr>
<td>Median gross rent, 2017-2021</td>
<td>$2,640</td>
</tr>
<tr>
<td>Building permits, 2022</td>
<td>△</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Families &amp; Living Arrangements</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Households, 2017-2021</td>
<td>2,577</td>
</tr>
<tr>
<td>Persons per household, 2017-2021</td>
<td>2.98</td>
</tr>
<tr>
<td>Living in same house 1 year ago, percent of persons age 1 year+, 2017-2021</td>
<td>△ 83.9%</td>
</tr>
<tr>
<td>Language other than English spoken at home, percent of persons age 5 years+, 2017-2021</td>
<td>△ 3.8%</td>
</tr>
</tbody>
</table>
Computer and Internet Use
Households with a computer, percent, 2017-2021 99.8%
Households with a broadband Internet subscription, percent, 2017-2021 92.6%

Education
High school graduate or higher, percent of persons age 25 years+, 2017-2021 98.3%
Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021 41.6%

Health
With a disability, under age 65 years, percent, 2017-2021 5.6%
Persons without health insurance, under age 65 years, percent 3.9%

Economy
In civilian labor force, total percent of population age 16 years+, 2017-2021 78.2%
In civilian labor force, female, percent of population age 16 years+, 2017-2021 78.0%
Total accommodation and food services sales, 2017 ($1,000) (c) 778
Total health care and social assistance receipts/revenue, 2017 ($1,000) (c) N.A
Total transportation and warehousing receipts/revenue, 2017 ($1,000) (c) N.A
Total retail sales, 2017 ($1,000) (c) 6,611
Total retail sales per capita, 2017 (c) $1,469

Transportation
Mean travel time to work (minutes), workers age 16 years+, 2017-2021 26.7

Income & Poverty
Median household income (in 2021 dollars), 2017-2021 $111,055
Per capita income in past 12 months (in 2021 dollars), 2017-2021 $43,000
Persons in poverty, percent 0.7%

Businesses
Total employer establishments, 2021 X
Total employment, 2021 X
Total annual payroll, 2021 ($1,000) X
Total employment, percent change, 2020-2021 X

Total nonemployer establishments, 2020 X
All employer firms, Reference year 2017 S
Men-owned employer firms, Reference year 2017 S
Women-owned employer firms, Reference year 2017 S
Minority-owned employer firms, Reference year 2017 S
Nonminority-owned employer firms, Reference year 2017 S
Veteran-owned employer firms, Reference year 2017 S
Nonveteran-owned employer firms, Reference year 2017 S

Geography
Population per square mile, 2020 844.5
Population per square mile, 2010 514.4
Land area in square miles, 2020 910
Land area in square miles, 2010 615
HPS Code 0869150
About datasets used in this table

Value Notes

- Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to learn about sampling error.

In vintage 2022, as a result of the formal request from the state, Connecticut transitioned from eight counties to nine planning regions. For more details, please see the Vintage 2022 release notes available here: [Link]

The vintage year (e.g., V2022) refers to the final year of the series (2020 thru 2022). Different vintage years of estimates are not comparable.

Users should exercise caution when comparing 2017-2021 ACS 5-year estimates to other ACS estimates. For more information, please visit the 2021 5-year ACS Complete Guidance page.

Fact Notes

(a) Includes persons reporting only one race
(b) Hispanics may be of any race, so also are included in applicable race categories
(c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

D = Suppressed to avoid disclosure of confidential information
F = Fewer than 25 firms
FN = Footnote on this item in place of data
NA = Not available
S = Suppressed, does not meet publication standards
X = Not applicable
Z = Value greater than zero but less than half unit of measure shown
- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper
N = Data for this geographic area cannot be displayed because the number of sample cases is too small

MEMORANDUM

To: Library Board of Trustees  
From: Ann Kling, Library Director  
Date: August 31, 2023  
Re: Approve Application of State Grant to Libraries  
Item 5.2: New Business

Background / Discussion  
Each year, the library district has the opportunity to apply for state funds in a non-competitive grant process. The funds must be spent on library district materials for public use, including databases.

Budget Considerations  
The grant funds extend the funds spent on collection development and stretch budget dollars.

Recommendation(s)  
The Director and Management team recommend approval of the grant application.

Attachments  
Grant Application
FY 2023-2024 State Grants to Libraries are provided by the Colorado State Library to enable public libraries, school libraries, and academic libraries to obtain educational resources they would otherwise be unable to afford, to the end that the state will receive the corresponding benefits of a better educated and informed population. (C.R.S. 24-90-402)

Submit by Email by
5:00pm Friday, September 15, 2023

- Please read the FY2023-2024 State Grants to Libraries Guidelines carefully to understand eligibility requirements, eligible uses, timeline for expenditure of funds, and reporting requirements.
- Complete and submit this Grant Eligibility Form by September 15, 2023, to certify that the library meets the requirements to receive funding and intends to use the funds as required by law.
- Secure the appropriate signatures on this Grant Eligibility Form. Omitting required signatures may disqualify the applicant.
- Email completed Grant Eligibility Form by 5:00pm Friday, September 15, 2023, to Melissa Carlson at carlson_m@cde.state.co.us

COLORADO
Department of Education
Colorado State Library
Public Library Grant Eligibility Form

Name of Library/Library District: Clearview Library District
Contact Person Name: Ann Kling
Contact Person Title: Library Director
Contact Person Telephone: 970-686-9955
Contact Person Email: director@clearviewlibrary.org
Fiscal Contact Name (optional): Erin Mitchell
Fiscal Contact Email: erin@clearviewlibrary.org

This certifies that the library meets all requirements to receive funding. Please select Yes or No for each requirement:

<table>
<thead>
<tr>
<th>Eligibility Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will utilize this funding to purchase eligible educational resources.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2. Legally established and operated under Colorado Library Law.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3. Borrows and lends to other Colorado libraries without a charge.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5. Meets the Internet access by minors requirements in C.R.S. 24-90-404(2)(C)(I,II,III)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6. Staffing and service hours – has paid staff available in the library for a minimum of 20 hours each week.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>7. Reporting – will submit report to State Library by July 31, 2024.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Maintenance of Effort Requirements. Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources. Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

<table>
<thead>
<tr>
<th>Year</th>
<th>Library collection expenditures, not including any grants (i.e., State Grants to Libraries) to the library for collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20-21*</td>
<td>$244,532</td>
</tr>
<tr>
<td>FY21-22*</td>
<td>$234,707</td>
</tr>
<tr>
<td>FY22-23*</td>
<td>$291,806</td>
</tr>
<tr>
<td>FY23-24 (planned)*</td>
<td>$391,500</td>
</tr>
</tbody>
</table>

*If library budget operates on a calendar year (January-December), enter information for the year that is first listed, for example the current/planned year would be January-December 2023.

If the FY23-24 (planned) library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.
Chair of Board of Trustees or other appropriate authority:

Type name and title: Jeromey Balderrama, Library Board President

Signature (digital signature or print form & sign)  08/31/2023

Library Director:

Type name and title: Ann Kling, Library Director

Signature (digital signature or print form & sign)  08/31/2023

Submit completed form by September 15, 2023, via email to: Melissa Carlson at carlson_m@cde.state.co.us
MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director (include if prepared by staff)
From: Ann Kling, Library Director

Date: August 31, 2023
Re: Agreement with CAC for Marketing Services
Item 5.3: New Business

Background / Discussion
The expansion of facilities for the library district necessitates a naming convention for the branch library in Severance, a renaming of the library in Windsor, and a plan for naming future library buildings. In addition, a new logo that represents the entire district needs to be created and adopted, and branding elements need to be enhanced. The assistance of a marketing consultant is required to complete these tasks. An RFP was posted in early summer. Three firms responded. Cordelia Anderson Consulting (CAC) was chosen as the best fit for this project.

Budget Considerations
Funds were budgeted in the Consultants line of the 2023 budget to cover the costs.

Recommendation(s)
The Director and Management Team recommend approval of the agreement with CAC for marketing services.

Attachments
Agreement
GENERAL SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT (the "Agreement") is dated this 31st________________day of August____________, 2023____.

CLIENT

Clearview Library District
1194 W Ash St. Windsor, CO 80550
(the "Client")

CONTRACTOR

Cordelia Anderson Consulting
1450 Napa St. NW Concord, NC 28027
(the "Contractor")

BACKGROUND

A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.

B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
   - Naming Conventions, Logo Design & Branding Refresh. See Addendum (Proposal) for complete description of services.

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
PERFORMANCE
4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY
5. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION
6. The Contractor will charge the Client a flat fee of $29,700.00 for the Services (the "Compensation").
7. A deposit of $9,900.00 (the "Deposit") is payable by the Client upon execution of this Agreement.
8. A payment of $9,900.00 is payable by the Client upon completion of the Planning Phase.
9. For the remaining amount, the Client will be invoiced when the Services are complete.
10. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

REIMBURSEMENT OF EXPENSES
11. The Contractor will be reimbursed for expenses up to $3,000.00 incurred by the Contractor in connection with travel to the Client's location for meetings.
12. Any additional expenses must be pre-approved by the Client.

CONFIDENTIALITY
13. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
14. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
15. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

OWNERSHIP OF INTELLECTUAL PROPERTY
16. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.

17. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

18. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

19. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

RIGHT OF SUBSTITUTION

20. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services. Contractor shall provide Client with notice of the engagement of a third party sub-contractor.

21. In the event that the Contractor hires a sub-contractor:
   • the Contractor will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Contractor.
   • for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.
AUTONOMY
22. Except as otherwise provided in this Agreement, the Contractor will have full control over working
time, methods, and decision making in relation to provision of the Services in accordance with
the Agreement. The Contractor will work autonomously and not at the direction of the Client.
However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT
23. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor’s own
expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other
items or parts necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY
24. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during
and after the Term, to engage or contract with third parties for the provision of services similar to the
Services.

NOTICE
25. All notices, requests, demands or other communications required or permitted by the terms of this
Agreement will be given in writing and delivered to the Parties at the following addresses:

- Clearview Library District
  1194 W Ash St. Windsor, CO 80550
- Cordelia Anderson Consulting
  1450 Napa St NW Concord, NC 28027

or to such other address as either Party may from time to time notify the other, and will be deemed to be
properly delivered (a) immediately upon being served personally, (b) two days after being deposited with
the postal service if served by registered mail, or (c) the following day after being deposited with an
overnight courier.

INDEMNIFICATION
26. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted
by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective
affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims,
losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of
any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying
party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that
occurs in connection with this Agreement. This indemnification will survive the termination of this
Agreement.
MODIFICATION OF AGREEMENT
27. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE
28. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT
29. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT
30. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

TITLES/HEADINGS
31. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER
32. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW
33. This Agreement will be governed by and construed in accordance with the laws of the State of Colorado. Venue for any legal proceeding arising from or related to this Agreement shall be proper only in Weld County, Colorado.

SEVERABILITY
34. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.
WAIVER

35. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

GOVERNMENTAL IMMUNITY.

36. No provision of this Agreement shall be construed as a waiver, express or implied, of any immunities or defenses provided to the Client by the Colorado Governmental Immunity Act, Section 24-10-101 and following, Colorado Revised Statutes, or any other applicable law.

TABOR.

37. To the extent any financial obligations of Client under this Agreement extend beyond the current fiscal year, such financial obligations are contingent upon annual appropriation, budgeting, and availability of specific funds to discharge such financial obligations. Nothing in this Agreement shall be deemed to create a debt or multiple fiscal year financial obligation, a pledge of the credit, or a collection or payment guarantee by Client.

ATTORNEYS’ FEES.

38. For any dispute or claim arising under or related to this Agreement, the prevailing party shall be entitled to an award of its reasonable attorneys’ fees and costs.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 31_______day of August______________, 2023 ____.

Clearview Library District

Officer’s Name: ________________________________
Officer’s Title: ________________________________
Signature: ________________________________

Cordelia Anderson Consulting

Officer’s Name: ________________________________
Officer’s Title: ________________________________
Signature: ________________________________
MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Beth Gallinger, IT/Technical Services Manager

Date: August 31, 2023
Re: RFID Book drops for the library in Severance
Item 5.3: New Business

Background / Discussion
Having RFID bookdrops will save staff time. Items returned in the book drops will immediately be removed from patrons accounts, freeing the staff from checking in the items. This will allow staff to spend more time with patrons as opposed to handling materials. Other vendors were consulted, and none were able to provide the technology needed to automate this process, making Bibliotheca the sole source.

Budget Considerations
Funding for the bookdrops is part of the Technology Budget (FFE Budget) for the building project.

Recommendation(s)
The Director and the IT/Technical Services Manager recommend approval.

Attachments
Quote
**Bill To**
Pam Lambert  
Clearview Library District  
1194 West Ash St  
Windsor CO 80550  
United States

**Ship To**
Pam Lambert  
Clearview Library District  
1194 West Ash St  
Windsor CO 80550  
United States

**Quote** QUO-US11202  
**Date** 06/01/2023

**Customer:** C0006127-US  
**Quote Expiration:** 09/01/2023  
**Payment Terms:** Net 30 Days  
**Sales Rep:** Brian Gilbert

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**Total:** 37,754.73  
**Currency:** US Dollar

**Terms and Conditions:**

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: ________________________________

Accepted Date: ________________________________

Customer Purchase Order Number: ________________________________