

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

- Communication
 - Announcement from the Library Director
- 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 August 31, 2023, Regular Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director
- Strategic Planning Committee Update - Ann Kling, Library Director
- Security Audit Update - Ann Kling, Library Director
- Board Opening Update - Ann Kling, Library Director

New Business

- Discussion, Town Proposal for the Main St. Property - Jeromey Balderrama, Board President (Discussion/Potential Action)
- Executive Recruiter - Rochelle Brotsky, Cole Gerstner, Board Personnel Committee (Action)
- Budget and Staffing Assumptions for 2024 - Ann Kling, Library Director (Information)
- Change in the November and December Board Meeting Dates - Ann Kling, Library Director (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, October 26, 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 - August 2023

Districtwide Update - Library Director Ann Kling

Highlights

- On August 9, 2023, the Library Board held a special meeting to discuss declaring the property on Main St. surplus in order to sell it to the Kroger Company. A realtor, acting on behalf of Kroger, had sent a term sheet to the Library Board expressing interest in purchasing the property to build a large supermarket complex on the corner of Main St. and Hollister Lake Road. Members of the public, including the Mayor of Windsor, spoke for the selling of the property, while others spoke in favor of retaining the property. After discussion, the Board voted unanimously to not declare the property as surplus.
- Board President Balderrama and Board member Brotsky walked in the Severance Days Parade along with Director Kling and staff. It was an opportunity to spread the word about the branch library, however, many of the parade watchers were familiar with the building site and were excited to have a library coming to their community.
- A Sign a Beam and Touch a Truck event was held on August 24, 2023, on the building site in Severance. See the Public Services Report below for details. It was an event charged with excitement for the library that being built.
- The annual Audit Committee Meeting was held on Wednesday, August 30. Auditor Jim Hinkle, of Hinkle and Company presented the financial reports to Board President, Jeromey Balderrama, Board Treasurer, Ron Dunworth, Board Member, Lisa Gagliardi, Windsor Town Board Liaison, Julie Cline, Weld RE4 Liaison, Ray Ruth, Severance Town Council Liaison, Frank Baszler, and Friends and Foundation Treasurer, Tami Bothwell. The auditor found nothing of concern in the Library District's financials.

Opportunities

- The Long Range Planning Committee met with members of the Greeley Planning Dept. to learn about the growth in West Greeley. West Greeley has had a steady growth rate for many years and is continuing to expand.
- On Thursday, August 17, 2023, Library Director, Ann Kling and members of the Administrative Team, Casey Lansinger-Pierce, Beth Gallinger, Natalie Wagner, and Owner's Representative, Brooke Kardos met with Jade Miller of Miller Woodworks to finalize the design of a handmade community table for the library in Severance. The wood for the table is from a cottonwood tree that was cut down in Severance. The table's center is glass-shaped, like a flowing river. The bar height table will be located in front of the large windows at the front of the building.
- On Friday, August 18, 2023, Director Kling, Brooke Kardos, and members of the Administrative Team met with Officescapes, who was selected through the RFP process, to select furniture for the branch in Severance.
- The Strategic Planning Committee held its third meeting on August 22 and 23. Draft goals were presented for review.

Challenges

- Another bat was found in the quiet area of the library. Director Kling and Bob Houle met with Eric from First Choice Wildlife Services to discuss what more could be done to keep bats from entering the building. Eric recommended that the trim around the upper perimeter of the building be caulked. Bob Houle will get estimates from several companies. Beth Gallinger, Bob Houle, and Director Kling came to the Windsor Severance Library at dusk on a Monday evening to see if bats were entering the building. None were observed.

Personnel

- The August 4th monthly All Staff virtual meeting was entitled, Library Board 101. The staff met board members virtually, found out their "why" for becoming members of the board, and were presented with information on the duties and responsibilities of a library board and Clearview Library District's process for appointing new board members.
- There were no resignations or new hires in August.

Board of Trustees Meeting Highlights - August, 2023

- The Board reviewed recent population and housing numbers for the district.
- The application for the annual State Grant to Libraries was approved.
- The proposal for marketing services by CAC was approved.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- We hosted 19 of our phenomenal teen volunteers for an appreciation party in August. Amy McFadden provided pizza and root beer floats, and the teens enjoyed playing video games, coloring mandalas, and working on a puzzle together. We have a long-standing tradition of recruiting enthusiastic and helpful teen volunteers who assist with everything from events to collection management.
- Many of our staff worked the new Severance branch event -- Sign-a-Beam and Touch-a-Truck. This event gave Severance residents the opportunity to sign a beam that will be an integral part of the new building. We saw and interacted with approximately 250 individuals and enjoyed all the excitement for the new library!
- We celebrated Severance Days on Saturday, August 19, by participating in the parade and managing a table at the Severance Days celebration. At our library table, we were able to share a rendering of the new Severance Library, which excited many of those we talked with. We engaged with over 400 individuals at this event.

Opportunities

- Our Children's Librarian II and several of our full-time children's librarians attended back-to-school orientations for new teachers and students in late August. Overall, we interacted with over 850 individuals at these events, where we shared information about our collections, programs, and databases.
- We donated t-shirts leftover from our Summer Adventure Program (from several years past) to the school district to be used when a student needs a clean t-shirt (if they become sick or get hurt and their shirt gets soiled). We were happy to donate the t-shirts to a good cause, and we will be reconsidering the t-shirts as a prize for future giveaways, as they have decreased in popularity as a prize during the last couple of years.
- The adult services program team has been busy planning new program series for 2024. They are giving special attention to attracting new and different audiences. Programs to be on the lookout for include a "hot topics" discussion program, where we'll feature important local and national topics and will bring in experts to speak on said topics when applicable; a food science program; and a switch-up of book clubs from what we're currently offering. We hope this moves the needle with attendance and new faces.

Challenges

- The public services team had several staff members come down with Covid during the month of August. Thankfully, everyone who was sick is now back to feeling much better and is back at work. We hope that lasts as long as possible!
- Two of our PAWS for Reading volunteers retired in the month of August, leaving Nancy to scramble and arrange schedules accordingly. This is a popular service, so we hope to fill the gaps that are left from these particular volunteers.

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

Highlights

- The discovery layer committee has chosen Pika for the discovery layer. Pika is developed by a Colorado-based library consortium, Marmot, located in Grand Junction. It is used by many libraries on the front range, all over Colorado as well as other parts of the US, and development is guided by a discovery committee, which Clearview Library District will be a part of. Marmot is a nonprofit organization that only works for libraries, and we have completed several projects with our servers, networks, and backups with them. They have provided us with great support, and we look forward to working with them on the discovery layer. Pika will allow us to promote our online resources, library of things, and other special collections in addition to searching our physical items. We will implement this in 2024.
- Jesse Feavel and Beth Gallinger met with public services staff to discuss opportunities for virtual reality and artificial intelligence programming and services for our patrons. This

generated a lot of interest and excitement. We are currently working on quite a few programs incorporating VR and will be doing staff and patron talks on AI in December.

Opportunities

- The basic structure for the Clearview Library District staff intranet website has been created, and IT staff have been working on adding the links for the initial iteration of it. Brad Vogler has been working with Proof Studio for staff authentication. We are close to launching the site and hope to have it out for initial staff testing this fall.
- Our selectors met with Ingram to discuss the items we'd like for our Severance opening day collection (ODC). This was a great opportunity to talk through what we'd like our collections to look like and what options we have. We have also solidified the process that they will use for selection and are excited to get started on the ODC this fall.
- Jesse Feavel, Erin Mitchell, and Beth Gallinger met to start working on new staff training - specifically an introduction to IT topics, including file structure, online resources, and basic employment information.

Challenges

- IT has started regular updates of all servers to promote security. This was something that had not been done consistently on our older servers. Our initial updates for our virtual servers ran into several issues, and what is normally a routine event ended up taking several days to complete. This was an unexpected challenge that was eventually resolved.
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August 2023 Usage Stats

Key Takeaways:

- Many patrons were served through outreach in August, with back-to-school events and the Sign-a-Beam & Touch-a-Truck event, among others.
- Database usage began exiting its summer slump, with increased usage in Tumblebooks and ProQuest.
- New card sign-ups increased in comparison to the previous month and the same time last year.
- E-audiobook circulations continued to climb.

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 Aug 2023	% Change from Jul 2023	% Change from Aug 2022	Sparklines (data since Jan 2019)
Library 11,432	-6.54%	-0.98%	
Bookmobile 852	-22.97%	81.28%	
Outreach 1,663	217.97%	32.40%	
Total Patrons 13,947	0.62%	5.09%	

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

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

Circulation			
Counts for Aug 2023	% Change from Jul 2023	% Change from Aug 2022	Sparklines (data since Jan 2019)
Physical Circs 30,926	-5.59%	-8.65%	
Digital Circs 11,097	0.53%	11.51%	
Database Usage 1,022	113.36%	-24.96%	

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



Programs			
Counts for Aug 2023	% Change from Jul 2023	% Change from Aug 2022	Sparklines (data since Jan 2019)
Program Attendees 1,570	-36.72%	15.78%	N/A
Total Programs 94	-18.97%	38.24%	
Waitlisted People 100	44.93%	85.19%	
Waitlisted Programs 30	42.86%	87.50%	

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

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

Cardholders			
Counts for Aug 2023	% Change from Jul 2023	% Change from Aug 2022	Sparklines (data since Jan 2019)
Active Cardholders 5,137	1.94%	6.60%	
New Cardholders 374	34.05%	15.79%	

Website Stats			
Counts for Aug 2023	% Change from Jul 2023	% Change from Aug 2022	Sparklines (data since Jan 2019)
Pageviews 25,021	-5.57%	8.09%	

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



CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of August 31, 2023
Aug 31, 23

ASSETS

Current Assets

Checking/Savings

1010 · Petty Cash	131.40
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,401,575.67
1034 · Colo Trust Gen Fund Res 8005	2,187,361.49
1038 · Colo Trust Operating Fund 8003	3,256,726.80
1040 · Colo Trust Capital Fund-8001	1,188,440.36
1053 · Bank of Colorado--Checking	188,812.68
1054 · Bank of San Juans, Glacier FB	4,663,582.68

Total Checking/Savings	13,887,064.38
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Other Current Assets

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

Total Other Current Assets	4,682,152.12
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Total Current Assets	18,569,216.50
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Other Assets

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

Total Other Assets	5,951,007.25
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TOTAL ASSETS	24,520,223.75
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	557,997.12
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Total Accounts Payable	557,997.12
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Total Other Current Liabilities	4,688,770.45
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Total Current Liabilities	5,246,767.57
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Long Term Liabilities

2850 · Invest. in Gen. Fixed Assets	6,038,354.43
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Total Long Term Liabilities	6,038,354.43
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Total Liabilities	11,285,122.00
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Equity

2860 · 2000 Fund Balance	2,241,496.00
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2862 · TABOR Requirement	129,287.00
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3900 · Retained Earnings	9,775,260.25
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Net Income	1,089,058.50
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Total Equity	13,235,101.75
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TOTAL LIABILITIES & EQUITY	24,520,223.75
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Clearview Library District
August 2023 Revenue and Expenditures

	Aug 23	YTD	2023 Budget	% of Budget
Revenue				
Property Tax	\$20,060	\$5,715,837	\$5,736,273	100%
Specific Ownership Tax	\$24,602	\$164,044	\$230,000	71%
Other Income	\$45,730	\$289,582	\$153,107	189%
Total Operating Revenue				
Total Operating Revenue	\$90,393	\$6,169,462	\$6,119,380	101%
Expense				
Bookmobile	\$596	\$10,416	\$22,000	47%
IT	\$6,831	\$119,115	\$213,750	56%
Materials	\$26,923	\$210,749	\$411,500	51%
Operating Expenses	\$16,587	\$293,266	\$501,494	58%
Programming	\$2,781	\$36,622	\$60,000	61%
Public Relations	\$3,297	\$18,876	\$98,400	19%
Salaries and Wages	\$177,934	\$1,358,288	\$2,346,659	58%
Benefits	\$46,526	\$367,960	\$722,474	51%
Professional Development	\$395	\$9,616	\$32,500	30%
Capital	\$4,160	\$22,085	\$83,707	26%
Lease Payment - Branch		\$58,311	\$356,622	16%
Total Operating Expense				
Total Operating Expense	\$286,031	\$2,505,304	\$4,849,106	52%
Total Capital Expense				
Total Capital Expense	\$506,462	\$2,574,829	\$8,683,478	30%
Total Expense				
Total Expense	\$792,493	\$5,080,133	\$13,532,584	38%
DOLA Grant				
DOLA Grant		\$57,728	\$500,000	12%
Net Income				
Net Income	-\$702,100	\$1,089,330	\$0	

Clearview Library District Treasurer's Report

Aug-23

Current Assets

Checking/Savings/Cash	7/31/2023	8/30/2023	Change +/-
1010 · Petty Cash	\$ 131.40	\$ 131.40	\$ -
1015 · Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 · ColoTrust LT Bldg 8004	\$ 2,390,486.00	\$ 2,401,575.67	\$ 11,089.67
1034 · Colo Trust Gen Fund Res 8005	\$ 2,177,260.98	\$ 2,187,361.49	\$ 10,100.51
1038 · Colo Trust Operating Fund 8003	\$ 3,745,431.84	\$ 3,256,726.80	\$ (488,705.04)
1040 · Colo Trust Capital Fund-8001	\$ 1,182,952.54	\$ 1,188,440.36	\$ 5,487.82
1053 · Bank of Colorado--Checking	\$ 207,137.79	\$ 188,812.68	\$ (18,325.11)
1054 - Bank of San Juans, Glacier	\$ 4,663,582.68	\$ 4,663,582.68	\$ -
Total Checking/Savings	\$ 14,367,416.53	\$13,887,064.38	\$ (480,352.15)
July 2023 Close	\$ 14,367,416.53		
August 2023 Close	\$ 13,887,064.38		
Month To Month Change	\$ (480,352.15)		

Draft Minutes (Unapproved)

Call to Order

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

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Ron Dunworth, Trustee Rochelle Brotsky, Trustee Kendra Adams, Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Julie Cline, Weld RE-4 School District Liaison Raymond Ruth (joined the meeting at 5:45 p.m.), and Attorney William Garcia

Absent: Secretary Lisa Gagliardi

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 asked to include additional staff in the Introduction of Staff session.

Motion by Cole Gerstner, second by Ron Dunworth, to Include Additional Staff Introductions; motion passed unanimously.

Public Input

Public comment was given by community residents present. There was no public comment given by Zoom community residents.

Director's Report - Ann Kling, Library Director

- Introduction of Staff
 - Director Kling asked staff to introduce themselves to the board.
 - Keith Teklits, Mobile Services Assistant
 - Caleb Shaver, Mobile Services Assistant
 - Kaytlen Kidney, Customer Service Specialist/Mobile Services Assistant
 - Tyler Mooney, IT Assistant
 - Sarah Strawn, Adult Services Assistant
 - Cindy Mullanix, Customer Service Specialist

- Communication and Monthly Statistics
 - Director Kling referenced the Director's Report and the Impact Report. The Impact Report has been printed and is available. Ann thanked Christine and Brad for their work on this report.
 - Kendra had a stats question. Casey addressed it and will follow up with Kendra.
 - Director Kling updated the board on the previous night's audit meeting, and that the Auditor gave high marks on the audit. President Balderrama expressed gratitude and said the job was well done to Erin and anyone who helped with the audit.

Follow Up Questions to Board/Liaison Reports

Jeromey thanked the liaisons for sending in their reports. Frank said Severance's Town Scoop is in publication, that Severance Days had a good turnout, and they are using Placer software to capture location information for Park usage. Ray said, in addition to his report, that construction is moving quickly on the new schools, and there is committee work happening on district boundaries. Julie, in addition to her report, spoke of Harvest Festival, the parade, the car show, and to please support businesses at the 257 and Eastman Park Roadway construction area.

Treasurer's Report - Ron Dunworth, Treasurer

Ron reported that the July cash balance dropped due to the start of payments being made on the Severance project. The district is doing well at 46% of the budget. Ron remarked that Director Kling is doing a great job staying under budget. The district and the teams are all doing well and being fiscally responsible. Kendra reminded everyone that it was Director Kling (and staff) who worked to receive the DOLA grant awarded at \$500,000.

Motion by Kendra Adams, second by Cole Gerstner, to accept the Treasurer's Report as presented for July 2023; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Trustee

Rochelle reported discussion of the book sale nook and that it is going well. They are working on adding signage. The Clearview Reads author is Sarah Penner. The F&F are considering donating to help fund the statement table at the Severance branch library. The F&F will be hosting their annual Friendsgiving on November 8th. In preparation of this event the F&F are planning a book wrapping party at the library November 3rd. The F&F are doing some administration work of organizing their materials and calendars.

Old Business

- Approve Minutes of the July 27, 2023, Regular Board Meeting
 - Minutes were approved.

- Motion by Kendra Adams, second by Rochelle Brotsky, to approve Minutes of the July 27, 2023, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the August 9, 2023, Special Board Meeting
 - Minutes were approved.
 - Motion by Rochelle Brotsky, second by Ron Dunworth, to approve Minutes of the August 9, 2023 Special Board Meeting; motion passed unanimously.
- Crime Insurance Update - Ann Kling, Library Director
 - Director Kling reported receiving a quote that was shared with Ron and will be further shared with Cole.
- Strategic Planning Committee Update - Ann Kling, Library Director
 - Director Kling reported having three meetings thus far. Goals have been drafted, and we are working toward finalizing them. President Balderrama agreed with Director Kling that there has been engaging conversation and ideas shared at these meetings.
- Security Audit Update - Ann Kling, Library Director
 - Director Kling reported receiving two proposals so far. Director King said that she and Ron will meet to review the proposals. Ron said he is interested in talking with the Weld RE-4 School District's new security director.
- Building Project Update - Ann Kling, Library Director
 - Director Kling reported on the Sign-A-Beam & Touch-A-Truck event, which was a huge success. The signed beam was put into place today. The Severance project remains on budget and is on track.

New Business

- Population and Housing Review - Ann Kling, Library Director
 - Kendra reported on the meeting with the Greeley Planning Dept. . Kendra said they are moving westward and that Greeley has 1.6% per year steady growth. Kendra stated that Greeley has the Farr Library, which is very close to Clearview Library District's boundaries. Patrons who live nearby can already assess library services. Ron said they talked about residential and that building a library near there wouldn't serve the community as a whole. Kendra said that West Greeley is mainly putting in subdivisions, not commercial use. Kendra reminded everyone that the Mobile Services team does visit West Greeley, and families are served by the Clearview Library District via the Weld RE-4 School District. Kendra said at this time there isn't land to purchase in West Greeley that is cost-effective for the Clearview Library District.
- Approve Application of State Grant to Libraries - Ann Kling, Library Director

- Director Kling described what the State Grant is and what it can be used for. The State Grant this year is \$11,000. President Jeromey Balderrama will sign the application.
- Rochelle Brotsky, Cole Gerstner's application to the Colorado State grant. Passed unanimously.
- Approve Marketing Services Contract - Ann Kling, Library Director
 - Director Kling reported receiving three proposals and vetted the companies. Director Kling and Christine chose to work with Cordelia Anderson Consulting (CAC). The board held a discussion about the scope of the work.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the Marketing Services Contract; motion passed unanimously.
- Approve Purchase of RFID Book Drops for the Library in Severance - Beth Gallinger, IT & Technical Services Manager
 - Director Kling reported that this is a new technology, and there is money in the FFE budget for this purchase. Director Kling explained how these would be used and how it would help workflow for the Customer Service Specialists. Beth followed up by sharing how these will work for the space and reported on her research on using this type of system. The board asked questions and held discussions about the system.
 - Motion by Rochelle Brotsky, second by Kendra Adams, to Reaffirm the Purchase of RFID Book Drops for the Severance Branch Library; motion passed unanimously.

Upcoming Agenda

Updates
Budget
Policies
Discuss Evaluation Process of the Director

Adjourn

Motion by Ron Dunworth, second by Kendra Adams, to adjourn; motion passed unanimously. The meeting adjourned at 7:16 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, September 28, 2023, 5:30 p.m. – Windsor Severance Library and Zoom - Location subject to change, please check clearviewlibrary.org for updates and/or Clearview Library District's Facebook page.



Board of Trustees Regular Meeting

August 31, 2023 • 5:30 p.m.
Windsor Severance Library
720 3rd St, Windsor

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

DRAFT

Project Update Report

Project Name: CLD2-Clearview Library District – New Severance Library
Wember Inc. Project Number: 2022.24 CLD2
Issue Date: September 11, 2023
Location: Severance, Colorado
Purpose: Project Update thru August 2023

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

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

Summary

Ratio Architects have completed the design and Fransen Pittman has begun construction. Sitework and foundation are in progress. Underground plumbing & electric complete and foundation has been poured. Steel work to start week of 8/28 and framing work the following week. A very successful Beam Signing/Touch a Truck event on 8/24/23.

Pre-Construction Cost Estimating / Design Update

Construction Administration is underway for the design team.

Permitting Update

Full building permit has been issued.

Construction

Earthwork in progress. Building foundation has been poured. Steel and wood framing being installed.

Milestone Schedule

Schedule update in progress

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

Delays

None

Budget

Project Accounting		Budget		
		A Initial Budget	B Budget Changes	C Current Budget A+B
▶ C.	Severance Branch Library	\$7,557,500.00	\$52,539.27	\$7,610,039.27
▼ C..1	Severance Real Estate	\$400,000.00	\$0.00	\$400,000.00
▼ C..2	Severance Design Fees	\$200,000.00	\$218,886.00	\$418,886.00
▼ C..3	Severance Construction	\$4,190,000.00	\$1,160,890.77	\$5,350,890.77
▼ C..4	Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000.00	(\$439,694.08)	\$585,305.92
▼ C..5	C.5 Owners Requirements	\$592,500.00	(\$144,120.31)	\$448,379.69
▼ C..6	C.6 Contingency	\$1,150,000.00	(\$743,423.11)	\$406,576.89

Risks / Changes

Title	Contract	Change Order	Amount
Severance COR 012 - Roof Insulation & Venting	Fransen Pittman		\$57,556.66
Severance COR 011 Light Duty Asphalt Paving - Construction Contingency	Fransen Pittman		\$0.00
Severance FP COR 010 CREDIT for Owner provided RFID bookdrops	Fransen Pittman		(\$5,423.00)
Severance FP COR 008 - ASI 002	Fransen Pittman		\$41,668.38
Severance FP COR 007 - ASI 001	Fransen Pittman		\$19,791.39

Procurement Summary

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

Contracts Summary (no change from last month)

ID	Created	Title	Contracted Org	Contract	Committed
12	07/06/2023	Severance - Xcel Energy Electrical	Xcel Energy	\$48,965.28	\$48,965.28
11	02/28/2023	Severance - Majestic Survey - Alta survey, utility locate, plat subdivision	Majestic Surveying	\$6,730.00	\$6,730.00
10	02/28/2023	Severance - Xcel Energy - Gas Service	Xcel Energy	\$6,698.62	\$6,698.62
9	01/31/2023	Kumar - Material Testing	Kumar and Associates - Denver Office	\$20,615.00	\$20,615.00
8	12/19/2022	Delich Associates - Severance Traffic Study	Delich Associates	\$2,120.00	\$2,120.00
7	08/31/2022	Fransen Pittman	Fransen Pittman General Contractors	\$11,546.00	\$6,623,355.42
6	08/10/2022	Elevation Constructors Inc - Low Volt	Elevation Constructors	\$3,100.00	\$5,603.00
5	05/12/2022	Kumar & Associates - Geotech	Kumar USA	\$4,485.00	\$4,485.00
4	04/26/2022	Delich Associates - Traffic Study	Delich Associates	\$3,425.00	\$3,425.00
3	03/09/2022	Ratio Architects	Ratio Design	\$476,461.00	\$509,248.83
2	01/12/2022	Majestic Surveying	Majestic Surveying	\$4,480.00	\$4,480.00
1	10/25/2021	Wember Contract	Wember, Inc.	\$162,356.00	\$232,356.00
			Total:	\$750,981.90	\$7,468,082.15

Invoicing

For the current month:

Date	Title	Contract	Committed Cost	Completed & Stored	Completed & Stored To Date	Retainage This Period	Retainage To Date	Retainage Paid	Retainage Paid To Date	Current Payment Due	Balance To Finish	Status
9/7/2023	Fransen Pittman - Severance Pay App 04	Fransen Pittman	\$6,675,489.08	\$495,370.71	\$2,659,917.14	\$24,768.55	\$132,995.87	\$0.00	\$0.00	\$470,602.16	\$4,015,571.94	Paid

Contingency & Allowance Summary

See attached Contingency Log from Fransen Pittman.

Next Steps (major)

-

Photos / Docs / Attachments





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

Clearview Severance Library (3145.C3)

5 Timber Ridge Parkway
Severance, CO 80550

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
01-1801 05: *Construction Contingency - Other						
*Construction Contingency - Other	132,108.00					
[PCO Num: 024] (Contingency Asphalt)				-4,061.19		
[PCO Num: 030] (Board Form Seat Walls)				-3,130.00		
01-1801 05	132,108.00	0.00	132,108.00	-7,191.19	0.00	124,916.81
02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE						
*Striping at Timber Ridge Pkwy ALLOWANCE	10,000.00					
02-9904 04	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
02-9905 04: *Top Soil Amendments for Planting Areas						
*Top Soil Amendments for Planting Areas	22,000.00					
02-9905 04	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
08-9902 04: *Window Film Allowance						
*Window Film Allowance	5,000.00					
08-9902 04	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
09-9902 04: *Flooring Preparation						
*Flooring Preparation						

*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
09-9902 04: *Flooring Preparation						
	8,000.00					
.....	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
09-9902 04	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
09-9905 04: *Mural ALLOWANCE						
*Mural ALLOWANCE	2,790.00					
.....	2,790.00	0.00	2,790.00	0.00	0.00	2,790.00
09-9905 04	2,790.00	0.00	2,790.00	0.00	0.00	2,790.00
12-2000 04: *Window Treatments Allowance						
*Window Treatments Allowance	5,000.00					
.....	5,000.00					
[Contract Num: 3145.C3-702] (*Window Treatments Allowance)						
.....						
[PCO Num: 026] (*Window Treatments Allowance)				0.00		
.....				0.00		
12-2000 04	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
Grand Totals:	184,898.00	0.00	184,898.00	-7,191.19	0.00	177,706.81



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: September 28, 2023

Re: Discussion, Town Proposal for the Main St. Property

Item 5.1: New Business

Background / Discussion

The Library Board held a special meeting on August 9, 2023, in response to a term sheet that was sent to the library district on behalf of the Kroger Corp. The term sheet proposed that the library district sell the property on Main St. owned by the library district to the corporation in order to build a supermarket plaza on the corner of Main St. and County Rd 19 in Windsor. The library district's property is only a 5.76-acre parcel of land needed to build the supermarket plaza. In order to sell the property to a private entity, the Library Board is required to declare the property as surplus. The library board heard comments on both sides of the issue and voted unanimously to reaffirm the facilities plan, A Plan for the Future, and not declare the property as surplus. The Town of Windsor has sent the Library Board a proposal to purchase the land and then resell the property to Kroger. In the proposal from the Town, several Town-owned properties are suggested as alternatives, along with two privately owned properties.

Attachments

The proposal from the Town of Windsor to the Clearview Library District Board of Trustees.



Jeromy Balderrama, President
Ann Kling, Director
Clearview Library District
1194 West Ash Street
Windsor, CO 80550

RE: Offer to purchase 5.76 acres of land

Dear Jeromy and Ann:

As you are both aware, the Northwest corner of HWY 392 and CR 19 as been identified by a grocer as an ideal location to construct a new grocery store in Windsor. Additionally, the land available isn't large enough, and the grocer has identified the need of adding the majority of the 5.76 acres of land that you currently own to make the site development work.

As we have communicated since June 15th when we first approached the District with this opportunity, the Town recognizes the tremendous benefit to locating a grocer at this location. During community outreach events, Town officials have heard many times that a grocer is needed on the east side of Town. Clearly, as large contributor to the Town's sales taxes, there is a great opportunity to increase our own financial stability by reducing the amount of grocery retail leakage out of our community while simultaneously increasing amenities and other retailers. The Town is aware that many of our residents opt to shop in neighboring communities due to the perceived overcrowding of our current grocers. There is also a perceived threat to the Town's revenues, as failing to find a suitable location for this grocer will mean that it settles in a neighboring community—likely resulting in less revenue than we currently receive.

However, as many library officials have pointed out time and again, your primary responsibility is to the Library District and its interests. I believe that our offer to purchase the land along with providing you several opportunities outlined below should help to illustrate that selling your property to the Town is a win-win. The District has the opportunity to make a very large profit from an investment it made a few years ago—and—find another location that works as well, or better for the District.

With that as a background, as you'll note in the attached offer, the Town Board has authorized me to offer the District \$1.75M for your property. I'm certain that you'll agree that it is a fair offer and I hope that you consider it.

The Town also understands that the Library District currently has ample funds, and that your ultimate intent is to have a parcel of land that will give you the option of building a regional library at some point. The list below isn't comprehensive, but I hope that it illustrates that there are many other viable property/location options for the District to consider.



1. Option 1: Approximately 3.1 acre parcel that will be located NW of the grocery store, and slightly north of your current location, in the Greenspire Subdivision. The asking price for this parcel is \$1M.

Benefits to the District include:

This will be a fully developed site, saving the District millions in infrastructure costs when compared to developing your existing parcel.

The District would be able to pocket \$750,000 in proceeds with this exchange, adding more to your financial benefit.

The site is very close to your existing property, and therefore includes all the extra bells/whistles that you have previously valued (close to Windsor Lake, close to trail system). The metro district has expressed a willingness to even construct the connection at this parcel to the existing lake path.

You'll note that the Town took the liberty of placing the footprint of the 37,000 s.f. regional library on this parcel. It reflects a 25' building setback, 70 parking spaces and a pull through for the bookmobile. As a couple of us briefly discussed recently, the District could consider putting some of your space on a second floor, which would reduce your footprint even more if you'd prefer to have more parking. You'll also note that the parcel to the east is for stormwater, so it will remain as open space in perpetuity.

2. Option 2: The Town could subdivide and sell the District approximately 5 acres that is west of the new Police Station in the Windsor North Campus. As you're aware, this campus will include a new police station, the new Windsor Middle School, will enjoy both CR15 and CR70 for great access to the traveling public, and will host a number of fields as a regional park. You'll also note that the Town has plans for many future trails, both as park amenities and as a connection along CR15 to Harmony Road. While the illustration shows the library completely separated, we would be happy to explore shared improvements (such as parking). The Town Board would be happy to get an appraisal on this property and to pay the District the difference between the appraisal and our offer of \$1.75M.
3. Option 3: The Town could subdivide 4.5 acres on the northernmost point of the North Campus property. While I won't highlight again all the benefits of this location, I will add that this parcel would enjoy the best access to the small lake on site. Both parcels would also have phenomenal western view. Exactly as outlined in #2, the Town Board would be happy to get an appraisal on this property and to pay the District the difference between the appraisal and our offer of \$1.75M.



4. Option 4: The Town could subdivide and sell the District anywhere from 5-7.7 acres (as illustrated, 6.02 acres) in our Labue property. Located between Crossroads Boulevard and Iron Wheel Drive and adjacent to a future regional park and school site, this location would place the District closer to your largest future constituents in West Greeley, while still in the heart of Windsor and close to Severance. Again, the Town Board would be happy to get an appraisal on this property and to pay the District the difference between the appraisal and our offer of \$1.75M.

5. Option 5: Windsor Village Development (corner of HWY 257 and Eastman Park Drive). This master development will include many land uses and is early enough in concept to where the Library could work with the developer to locate the ideal parcel to meet your needs (it includes approximately 600 acres). The Town would be happy to help facilitate conversations with the developer to ensure that this location would meet the needs of the District.

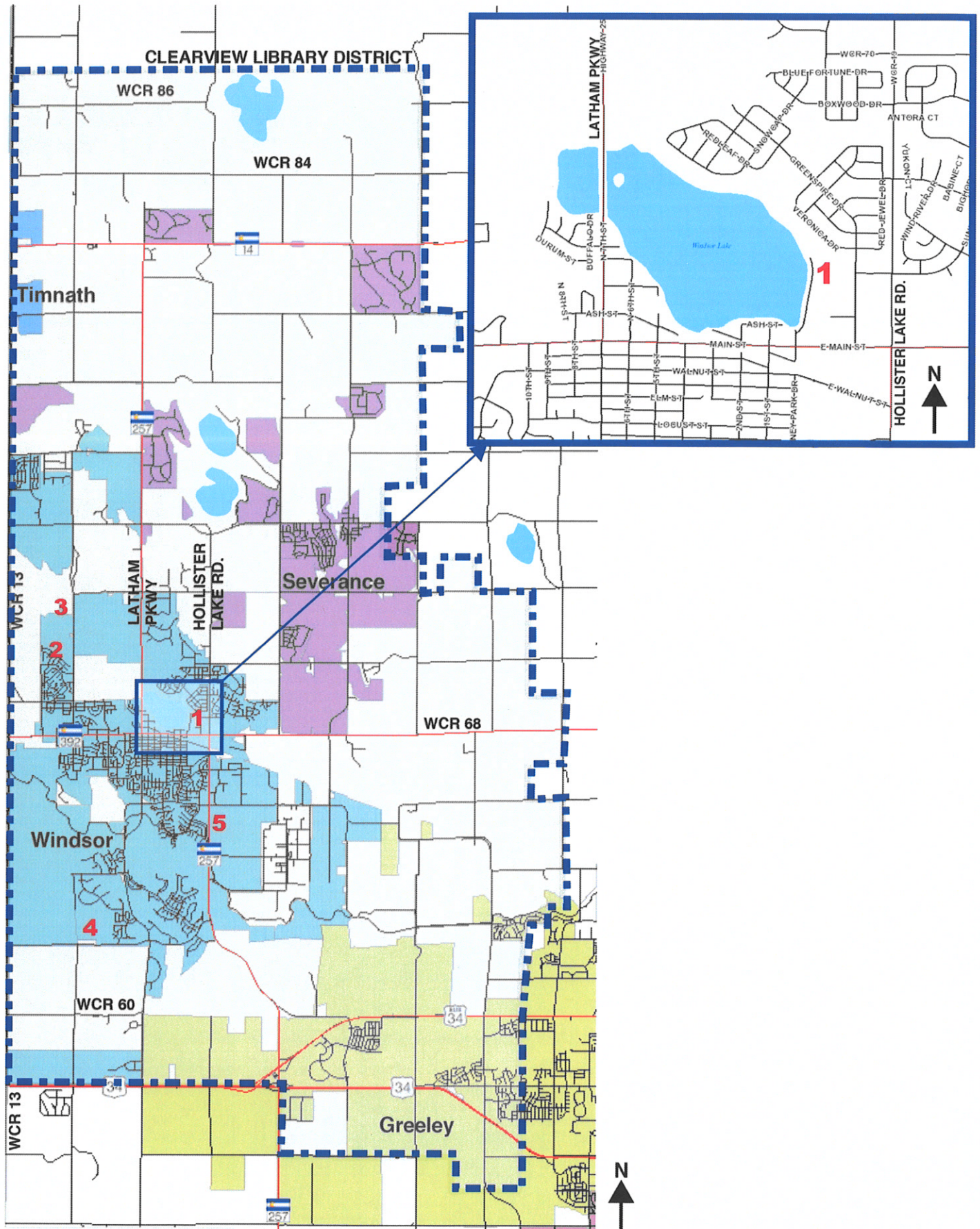
For your consideration, I have included a graphic representation of each parcel identified, except the Windsor Villages concept, where I have included their most recent brochure of the property. Additionally, I have included a map that illustrates the District's boundaries and each proposed location—the numbers correspond to the options above.

Additionally, I'll note that the offer only has a couple of caveats. First, we don't have a lot of additional time for the District to consider this offer, so our time of acceptance is set for one month from today. Secondly, as any property purchase needs to occur by Ordinance, the Mayor will sign the offer as a part of its adoption. You'll note that the remainder of the contract is without exceptions.

In closing, I appreciate the Board of Trustees serious consideration of our offer, and hope that we can turn this opportunity into a clear win-win for both entities. As always, please feel free to reach out to me with any concerns or questions.

Take care,

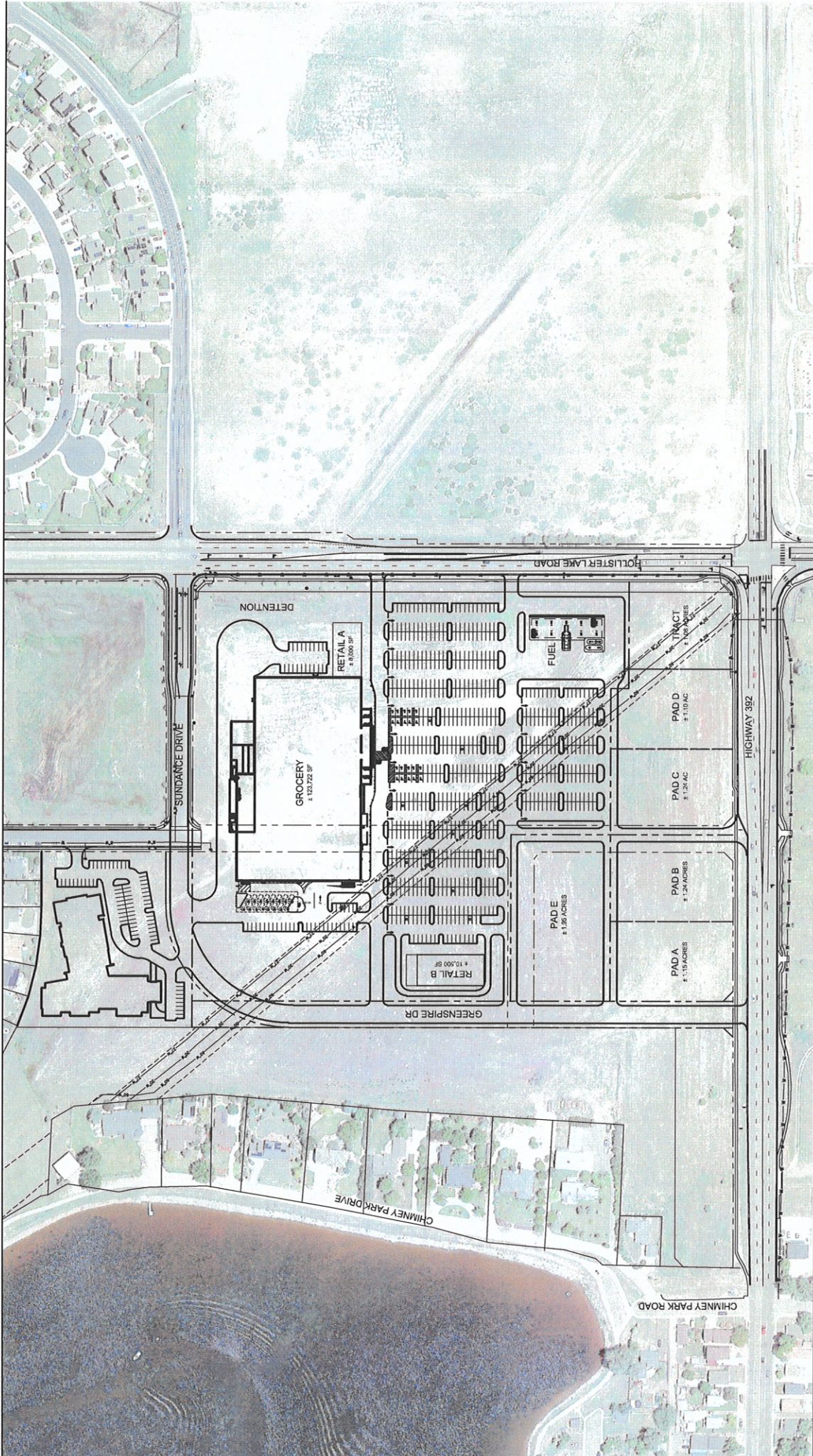
Shane Hale
Town Manager



CLEARVIEW LIBRARY DISTRICT
DISTRICT MAP



**BARKER
 RINKER
 SEACAT**
 ARCHITECTURE



OPT C1
09.18.2023

HIGHWAY 392 & HOLLISTER LAKE ROAD - WINDSOR, COLORADO
 This information is copyrighted by Galloway & Company, Inc. All rights reserved.

WINDSOR, CO
CONCEPTUAL SITE PLAN



Lake

4.51 ac

5.01 ac

Future Trail Connection

Planned Trail

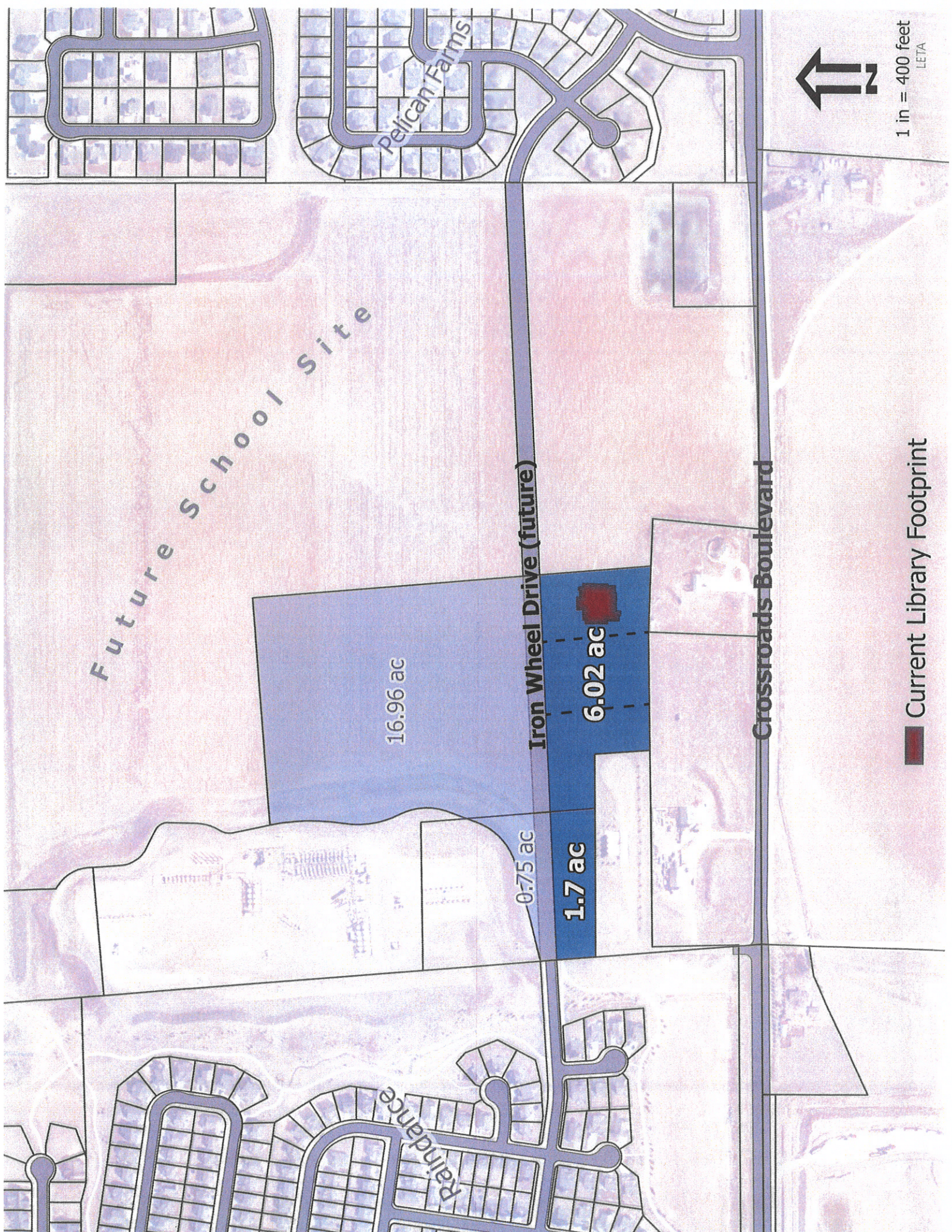
WCR 15

WCR 70 (future)

Current Library Footprint

LETA





Future School Site

Pelican Farms

16.96 ac

0.75 ac

1.7 ac

6.02 ac

Iron Wheel Drive (future)

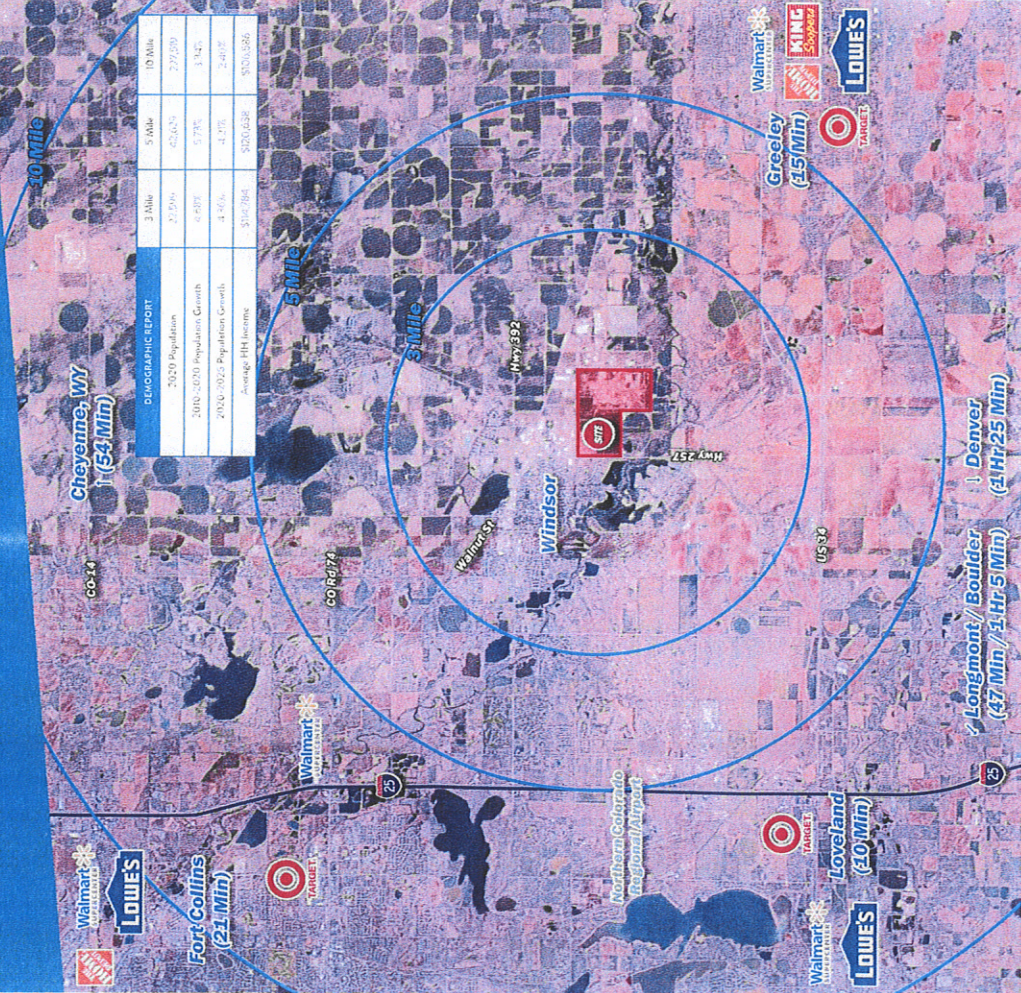
Crossroads Boulevard



1 in = 400 feet
LETA

■ Current Library Footprint

MARKET AERIAL



Tony Pierangeli
 D 303.390.5257
 tony.pierangeli@srsre.com

Sam Bell
 D 303.390.5235
 sam.bell@srsre.com



WINDSOR VILLAGE

NEW RETAIL/MIXED-USE MASTER PLAN DEVELOPMENT

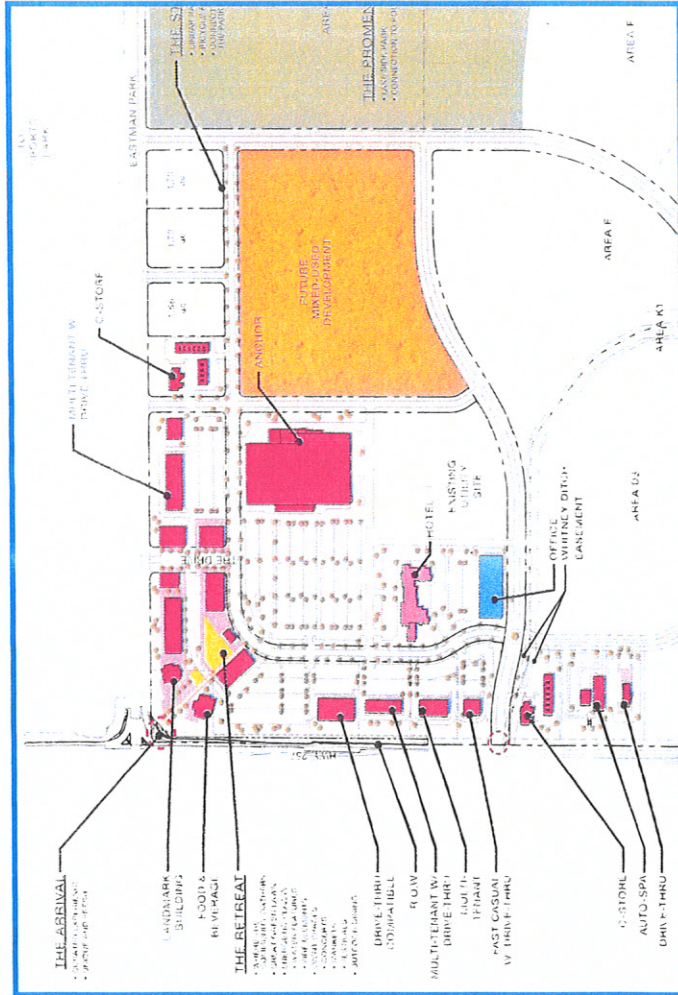


- Pads/multi-tenant building available
- Only retail opportunity within 3,000 acre master plan development
- The town of Windsor is one of the fastest growing communities in Colorado with population projections expected to exceed 130,000 residents at full build-out
- Future Legends Sports Park - under construction with an estimated 250,000 visitors per year



SURROUNDING DEMOS

PROPERTY OVERVIEW



Great Western Industrial Park

- 3,000 acre master planned development
- Home to Halliburton, Vestas and Schlumberger and an estimated 2,000 employees
- The Great Western Industrial Park represents Northern Colorado's most dynamic master-planned industrial and logistics hub

Future Legends Sports Park (Adjacent to Site)

- Northern Colorado's largest multi-sport complex will host year round events on the 118 acre campus
- Future phases will include baseball diamonds, multi-purpose fields and sports arena
- Two professional sports teams will call Future Legends Sports Complex home (Baseball – Northern Colorado Owlz, Soccer – NoCo FC)

Future Residential

- Over 5,000 new housing starts in Northern Colorado, the most since 2005
- Windsor accounted for 1,166 of those 5,000 starts, highest of any Weld/Larimer County submarket
- 2020 annual starts are up 10% in Northern Colorado year over year
- #2 safest places in Colorado & #3 in best cities for families

Land Size

50 Acres
2,781,000 SF

City/County

Windsor/Weld

WELD COUNTY STATS

2.6B

In spending power

314,305

Predicted population in 2020 (The Growth)

9%

Projected population growth 2015 - 2020

(Neighborhood and General Commercial)

Zoning

NGC

Pad Sizes

0.75 - 2 Acres (Flexible)

20%

Increase in population 2010 - 2019

\$75,938

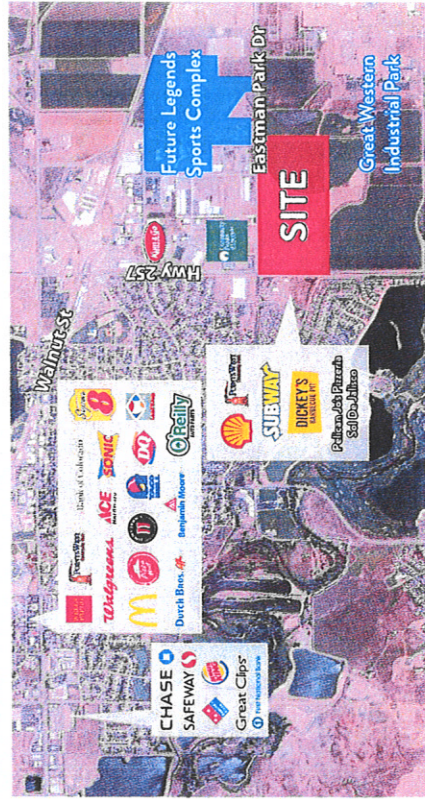
Median household income (BLS.gov)

25%

Spending increase 2008 - 2009

34.6

Median age (Weld County)



97%

Growth along Highway 34 (2015 - 2020)

56%

Growth along Interstate 25 (2015 - 2020)

3.2%

Vacancy rate

OFFER TO PURCHASE REAL ESTATE

The undersigned, Town of Windsor ("Purchaser"), a home rule municipality, hereby offers ("Offer") to enter into contract ("Contract") and purchase from the owner, Clearview Library District, ("Seller"), a political subdivision of the state, the vacant real estate located north of East Main Street, east of Chimney Park Dr. and west of Greenspire Drive, in the Town of Windsor, County of Weld, State of Colorado, with the legal description as follows: Weld County Assessor's Parcel ID No. 080716422014, WIN GRNS TRACT I GREENSPIRE. The Purchaser and Seller are collectively referred to as the "Parties". The terms and conditions of this Offer and Contract are as follows:

1. Purchase Price and Conditions of Payment.

Purchaser offers consideration in the amount of ONE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$1,750,000), for the Seller's property to be paid in its entirety in U.S. Dollars at the time of closing the sale.

2. Earnest Money Deposit.

Purchaser deposits TEN THOUSAND DOLLARS (\$10,000) as an Earnest Money Deposit to be held by the Escrow Agent. The Earnest Money Deposit and any other earnest monies paid or required to be paid in connection with this transaction, collectively the "Earnest Money Deposit", shall be deposited and held in escrow, by Escrow Agent, until Closing, at which time it will be credited to Purchaser, or until this Contract is otherwise terminated. In the event: (1) this Offer is not accepted; or (2) a condition of any resulting Contract is not satisfied, then the Earnest Money Deposit shall be refunded to Purchaser. In the event of breach of this Contract by Seller, the Earnest Money Deposit shall be refunded to Purchaser upon Purchaser's request, but such return shall not affect any other remedies available to Purchaser for such breach. In the event of breach of this Contract by Purchaser, the Earnest Money Deposit shall be paid to Seller. The payment of the Earnest Money Deposit to Seller and the retention of any Due Diligence Fee by Seller (without regard to their respective amounts, including zero) together shall serve as liquidated damages ("Liquidated Damages") and as Seller's sole and exclusive remedy for such breach. It is acknowledged by the Parties that the amount of the Liquidated Damages is compensatory and not punitive, such amount being a reasonable estimation of the actual loss that Seller would incur because of a breach of this Contract by Purchaser. The payment to Seller and/or retention by Seller of the Liquidated Damages shall not constitute a penalty or forfeiture but actual compensation for Seller's anticipated loss, both Parties acknowledging the difficulty determining Seller's actual damages for such breach. If legal proceedings are brought by Purchaser or Seller against the other to recover the Earnest Money Deposit, the prevailing party in the proceeding shall be entitled to recover from the non-prevailing party reasonable attorney fees and court costs incurred in connection with the proceeding.

3. Escrow Agent.

The Escrow Agent shall be agreed upon by the Parties at the signing of the Contract.

4. Title to the Property.

The Parties agree that to consummate the transaction contemplated by this Contract, title to the property must be unencumbered and marketable in Seller as of the Closing, so that the property may be delivered in fee simple absolute, free, clear, and unencumbered in any way to Purchaser and that Purchaser's obligations under this Contract are specifically conditioned and contingent on Seller possessing such title prior to closing.

5. Effective Date.

The effective date shall be the date on which Seller executes this Contract.

6. Due Diligence.

The due diligence period runs beginning on the effect date of this Contract, until the date that is fifteen (15) days thereafter. During this period, Purchaser may investigate the Property and the transaction contemplated by this Contract, including but not limited to, title examination, water rights evaluation, environmental evaluation, geotechnical evaluation, survey and off-record interest assessment, to decide whether Purchaser, in Purchaser's sole discretion, will proceed with or terminate the transaction.

7. Closing.

The closing on this Contract is scheduled to occur on the day that is fifteen (15) days following the end of the due diligence period or such other date as mutually agreed upon by the Parties. At closing, Purchaser shall deliver, or cause to be delivered to Seller, through the Escrow Agent, the agreed upon purchase price of the property. Seller shall convey the property to the Purchaser by way of special warranty deed. Each party shall further execute and deliver such documentation as may be reasonably requested by the Escrow Agent or Title Company. Seller shall, at Seller's expense, cause the Title Company to issue the Title Policy promptly after closing.

8. Conduct of Transaction.

The Parties agree that any action between them relating to the transaction contemplated by this Contract may be conducted by electronic means, including the signing of this Contract by one or more of them and any notice or communication given in connection with this Contract.

9. Execution.

This Contract may be signed in multiple originals or counterparts, all of which together constitute one and the same instrument.

10. Amendment.

This Contract may be modified, amended, changed or terminated in whole or in part only by written agreement duly authorized and executed by each of the Parties with the same formality as this Contract and restating this Contract, as so amended, in its entirety.

11. Entire Agreement.

This Contract contains the entire agreement of the Parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by the Parties.

12. General Conditions.

It is expressly agreed that this agreement to purchase real estate includes the entire agreement of Purchaser and Seller. Closing shall constitute acceptance of the property in its then existing condition unless otherwise stated in writing. This agreement shall be binding upon the heirs, personal representatives, successors and assigns of both Purchaser and Seller. This agreement shall be interpreted and enforced in accordance with the laws of the State of Colorado.

13. Time for Acceptance of Offer.

This Offer is void if not accepted by Seller in writing on or before 12:00 A.M. of the 19th day of October, 2023.

PURCHASER:

Town of Windsor, Colorado,

301 Walnut St.
Windsor, CO 80550

Paul Rennemeyer, Mayor

Date

SELLER:

Clearview Library District
Board of Trustees
720 3rd St.
Windsor, CO 80550

Jeromey Balderrama, President

Date



MEMORANDUM

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

Date: September 28, 2023
Re: Executive Recruiter
Item 5.2: New Business

Background / Discussion

The Library Director is planning to retire in 2024. In order to develop a pool of strong candidates from which the Library Board can choose, the board has asked the director to obtain proposals from executive recruiting firms. Two proposals have been received and reviewed by the Board's Personnel Committee, Cole Gerstner and Rochelle Brotsky, who will make a recommendation to the board.

Budget Considerations

There are funds in the budget.



MEMORANDUM

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

Date: September 28, 2023
Re: Budget and Staffing Assumptions for 2024
Item 5.3: New Business

Background / Discussion

The 2024 Budget must be delivered to the Library Board and posted for the public by October 15, 2023. Preliminary assumptions about the budget are presented to the Library Board at the September Board meeting of the board.

Attachments

Clearview Library District Budget and Staffing Assumptions - 2024



Clearview Library District Budget and Staffing Assumptions – 2024

Anticipated Revenue

Preliminary assessed valuation numbers from the Weld County Assessor's office received at the end of August indicate the library district will receive \$8,427,376 in tax revenue in 2024. This increase can be attributed largely to oil and gas revenue. Proposition HH, which will be on the November ballot, will have a negative impact on library district revenue for 2024 if it is passed by the voters.

This amount is \$2,691,103 more than the 2023 anticipated revenue of \$5,736,273.

Anticipated Additions to Expenditures

Library in Severance

- Operating Costs (the library is scheduled to be completed in February, 2024).
- Staffing Costs (Staff will be hired early in 2024 to prepare for opening). (These positions were budgeted for ¼ of the year in 2023)
 - Add a full-time circulation supervisor
 - Add a part-time customer service lead
 - Add 1 full-time customer service specialist
 - Add 3 part-time customer service specialists
- Increased cost for library materials

Courier Vehicle – Fuel, Maintenance, Drivers - The courier van purchased in 2022 has been used to deliver library materials from the Administrative Services Center to the Windsor Severance Library and to provide outreach to the community through the Mobile Services Dept. With the opening of the library in Severance, the use of the vehicle will increase and a dedicated driver will be hired.



Staffing (These are assumptions, changes may be made as the Administrative Team goes through the budgeting process)

- **Administration**
 - Facilities and Vehicles Manager - With 3 buildings and a delivery vehicle to oversee and maintain, a Facilities and Vehicles Manager will be needed. This position would report to the director and would supervise the maintenance and cleaning staff, maintain a schedule of routine maintenance for the buildings, schedule work related to building maintenance, prepare RFPs, supervise, train, and schedule drivers and more.
 - Part-time Bookkeeper - With the increase in the complexity and volume of financial and human resources tasks, a part-time bookkeeper will assist with routine tasks, freeing the Financial and Human Resource Specialist to focus on higher level tasks.
- **Communications**
 - Add a part-time communications assistant.
- **IT/Tech Services**
 - Add a full-time IT Assistant
- **Public Services**
 - Add a full-time children's services assistant
 - Add a full-time mobile services assistant
 - Add a part-time customer service specialist to the mobile services team



MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: September 28, 2023

Re: Change in the November and December Board Meeting Dates

Item 5.4: New Business

Background / Discussion

Due to the change in the date the certification of the mill levy is due to Weld County, the budget will not be passed until the first week of January 2024. Currently, the November meeting of the Board was scheduled for November 16 and the December meeting for December 7.

Recommendation(s)

The Director is recommending that the November meeting be held on the last Thursday of the month in November, which is the 30th, and that the Board cancel the December meeting unless there are circumstances that require a meeting.