

## 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
- Communication
- Monthly Statistics

### Follow Up Questions to Board/Liaison Reports

### Treasurer's Report - Lisa Gagliardi, Treasurer

**Friends & Foundation Report** - Rochelle Brotsky, Secretary

**Old Business**

- Approve Minutes of the January 4, 2024, Regular Board Meeting (Action)
- Building Project Update - Ann Kling, Library Director (Information)
- Director Search Update - Ann Kling, Library Director (Information)

**New Business**

- Presentation of New Library District Logo and Naming Convention for the Clearview Library District - Christine Henschler, Communications Specialist, Ann Kling, Library Director (Information and Action).
- Library Board Self-Evaluation - Jeromey Balderrama, Library Board President
- Letter of Engagement for the Annual Audit - Ann Kling, Library Director

**Upcoming Agenda**

**Adjourn**

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, February 29, 2024, 5:30 p.m. – Windsor Severance Library and Zoom

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

## DIRECTOR'S REPORT - December 2023

### *Districtwide Update - Library Director Ann Kling*

#### Highlights

- The Staff Sweet and Savory Holiday Party and Jolabokaflod Book Exchange were held on Wednesday, December 20, 2023. Library Board members Kendra Adams, Jeromey Balderrama, Lisa Gagliardi, and Cole Gerstner joined in the celebration. Staff shared sweet and savory foods from their holiday traditions and participated in a Secret Santa book exchange.
- The Annual Santa's Workshop program for families was held at the Windsor Severance Library on Saturday evening, December 9, at 6 pm. Staging the activities around the remodeled library gave parents, caregivers, and children a chance to see all of our beautiful library spaces.
- The Library District's 4th Annual Holiday Community Read featuring "A Wish to be a Christmas Tree" by Colleen Monroe and Michael Glenn Monroe was held in conjunction with Santa's Workshop. This year, we welcomed new readers: Michael Buckley, Windsor Community Playhouse; Debby Jones, VITA Tax Volunteer Coordinator; and Sam Webb, Words of Windsor Bookstore. They joined readers who have participated in past reads: Jeromey Balderrama, Clearview Library Board, Jennifer Nethery, Severance Chamber of Commerce, Joann Perko, Clearview Library District Friends and Foundation, Hayley Carson, Windsor Severance Fire Rescue, and Katherine Mercier, Windsor Art and Heritage Center.

#### Opportunities

- On Thursday, December 7, Board Vice-President, Cole Gerstner, Board Treasurer, Ron Dunworth, and Director Kling met with Paul Rennemeyer, Mayor of Windsor, Barry Wilson, Windsor Mayor Pro Tem, and Windsor Town Manager, Shane Hale to continue the discussion on the sale of the Library District's land on Main Street.
- Friends & Foundation Board Members Erica Rose and Tami Bothwell and Director Kling interviewed two part-time Friends and Foundation Director candidates. As of this month, we have not selected anyone for the position.

#### Challenges

- Two Friends & Foundation Board members, Joann Perko and Beth Jackson, have stepped down as of the end of December. The Friends and Foundation are seeking new Board members. Finding committed volunteers can be a challenge.

#### Personnel

- Our Annual Staff Day was held on Friday, December 8, 2023. The library was closed for the day to give staff an opportunity to learn more about various topics, including the new library in Severance, Artificial intelligence, the 2024 Budget, and more. Thanks to Erin Mitchell and Natalie Wagner for planning the day.

- The Library District hired Amanda Brian as the customer service manager and Sarah Zurasky as the accounting assistant. Both will start in January 2024.
- Customer Service Supervisor positions for both library locations in Windsor and Severance and a Children's Services Supervisor position for the district were posted.

### **Board of Trustees Meeting Highlights - January 4, 2024**

- The 2024 Budget was passed.
  - Officers were elected.
  - Committee members were appointed.
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### ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

#### **Highlights**

- We brought back our popular Santa's Workshop program on December 9, 2023. This festive event featured several creation stations, hot cocoa and cookies, a visit from Santa, and a community holiday reading. We were pleased to welcome over 270 people at the event.
- Staff Day was held on Friday, December 8. Attendees enjoyed a variety of presentations, including updates on the new strategic plan and Severance branch progress, a presentation about AI from a professor at Aims Community College, and time for staff to socialize and interact with others they don't typically work closely with.
- Our mobile services team attended Windsor Wonderland in December and interacted with over 550 individuals! We offered a 'reindeer food' craft and enjoyed being a part of the annual festivities. We also attended the Severance Town Christmas event and interacted with over 360 individuals. Events like this contributed to our outreach statistics being almost double what they were last year.

#### **Opportunities**

- Our Children and Family Services Librarian and Children's Librarian II visited Skyview Elementary over the course of two days and were able to see almost every class. They shared information about a library scavenger hunt and talked to students about all the cool things our library has to offer. Not only did they spread the word in person at Skyview, but they also shared the library scavenger hunt with all elementary district librarians, including the Charter school. We've seen at least ten kiddos come in with the scavenger hunt.

#### **Challenge**

- The Public Services Manager and Children's Librarian II continue to oversee the Children's Services Supervisor position duties. As a reminder, our previous Children's Supervisor, Heather Montgomery, is on medical leave; when she returns, she'll assume a new position. Therefore, we have found ourselves splitting up all of her tasks, which has been overwhelming considering everything else we are juggling in anticipation of the Severance branch opening soon.
- Unfortunately, we had a mechanical issue with the bookmobile in December, but we were

only off the road for one day (as the following week was during our holiday break); service impacts were minimal.

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

### **Highlights**

- The Severance firewall, switches, and five access points were plugged into the network at the Administrative Center and configured for the Severance Library. Subnets and static IPs for servers were determined and documented for when the library opens in April. We are ready to take the equipment to the new library once the data room is completed.
- We are now on a four-year replacement cycle for most hardware in the district, meaning that nearly all staff laptops need to be replaced in 2024. To facilitate both budget and the time consuming process, we purchased new laptops for admin staff in December 2023. The next round of upgrades will take place after Severance opens.
- In December, we added a new Meraki MS-125 switch to the Windsor Severance Library in addition to the existing two Meraki MS-125 switches. This was to add additional ports to our network as well as replace a very old HP switch that was running our access points at the library. At the same time, we also replaced all access points at the library, which were 5-7 years old at the time of replacement. The large meeting room received a larger capacity access point, which will help with large gatherings.
- At our staff day meeting, we launched our new staff intranet website. This was designed to help staff members find important information and documentation. It also contains a staff directory and a way to share news between staff at multiple locations. Diane Cabrera and Brad Vogler were both instrumental in getting this website up and running. The first version is up and running, and we will be collecting feedback from staff for updates and additional functionality.

### **Opportunities**

- Our new 3D printer has been ordered, and we are working on plans to permanently home it at Windsor Severance Library as well as replicate it at Severance Library. Our current 3D printer was acquired pre-pandemic and has had many issues over the last year. We determined that it is necessary to replace it if we would like to continue to offer 3D printing services. We partnered with CATT, a company in Windsor that will maintain, troubleshoot, and train on the new machine. We are excited to have this delivered in January!
- We have started working on a process for reserving rooms after hours at the new Severance Library. We are working with our current room reservation vendor to make sure it will work with their software, and we believe we have made progress on the new plans. We are also planning to train patrons on the process before they can access the rooms so that we can gather their photo IDs and make sure they understand their responsibilities.

### **Challenges**

- We have written a proposal for the Friends & Foundation to sponsor Roku stick subscriptions



to popular streaming services. Unfortunately, they have been too busy with Clearview Reads and hiring a foundation director to review this, so we are anxiously awaiting their response.

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## December 2023 and Year-in-Review Usage Stats

### Key Takeaways:


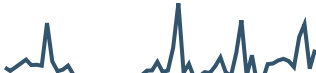


- December saw patron counts for the bookmobile and outreach increase due to the popularity of Windsor Wonderland and Severance Town Christmas. Program attendance was lower than the previous month due to a programming break.
- 2023 had lower patron counts at the library than in 2022, mainly due to closures during remodeling. The remodeling closures also contributed to lower circulation.
- The bookmobile and outreach patron counts were the highest they've been since 2020. Programming also did well in 2023. The district was able to offer more programs overall compared to 2022, even while the library was closed.
- Use of the virtual library continued to grow in 2023. There were more virtual borrowers than in any previous year. E-audiobook circulations increased over 20% compared to 2022, making it the most popular e-format.

### 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.

Patrons Served			
Counts for Dec 2023	% Change from Nov 2023	% Change from Dec 2022	Sparklines (data since Jan 2019)
Library 9,054	-5.02%	0.42%	
Bookmobile 1,590	102.03%	17.60%	
Outreach 991	25.92%	195.82%	
Total Patrons 11,635	5.50%	8.71%	

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

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

Circulation			
Counts for Dec 2023	% Change from Nov 2023	% Change from Dec 2022	Sparklines (data since Jan 2019)
Physical Circs 24,781	-9.28%	-5.98%	
Digital Circs 10,764	1.52%	18.87%	
Database Usage 4,887	-40.45%	396.65%	

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





Programs			
Counts for Dec 2023	% Change from Nov 2023	% Change from Dec 2022	Sparklines (data since Jan 2019)
Program Attendees 1,624	-14.71%	25.31%	N/A
Total Programs 76	-36.13%	22.58%	
Waitlisted People 41	-43.06%	-57.29%	
Waitlisted Programs 12	-42.86%	-20.00%	

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

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

Cardholders			
Counts for Dec 2023	% Change from Nov 2023	% Change from Dec 2022	Sparklines (data since Jan 2019)
Active Cardholders 4,795	-5.33%	12.24%	
New Cardholders 161	-13.44%	15.83%	

Website Stats			
Counts for Dec 2023	% Change from Nov 2023	% Change from Dec 2022	Sparklines (data since Jan 2019)
Pageviews 21,017	-11.74%	16.22%	

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



## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of December 31, 2023

Dec 31, 23

## ASSETS

## Current Assets

## Checking/Savings

1010 · Petty Cash	108.50
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	2,446,457.54
1034 · Colo Trust Gen Fund Res 8005	2,228,240.03
1038 · Colo Trust Operating Fund 8003	2,652,003.76
1040 · Colo Trust Capital Fund-8001	1,210,650.56
1053 · Bank of Colorado--Checking	437,245.51
1054 · Bank of San Juans, Glacier FB	1,296,692.86

Total Checking/Savings	10,271,832.06
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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	14,953,984.18
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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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<b>TOTAL ASSETS</b>	<b>20,904,991.43</b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · *Accounts Payable	922,324.63
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Total Accounts Payable	922,324.63
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## Other Current Liabilities

2200 · Deferred Revenue - Property	4,652,026.00
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Total Other Current Liabilities	4,650,627.73
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Total Current Liabilities	5,572,952.36
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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	11,611,306.79
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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	-2,852,358.61
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Total Equity	9,293,684.64
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,904,991.43</b>
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**Clearview Library District**  
**December 2023 Revenue and Expenditures**

	Dec 23	YTD	2023 Budget	% of Budget
<b>Revenue</b>				
Property Tax	\$16	\$5,733,131	\$5,736,273	100%
Specific Ownership Tax	\$17,501	\$244,106	\$230,000	106%
Other Income	\$41,076	\$453,663	\$153,107	296%
<b>Total Operating Revenue</b>	<b>\$58,592</b>	<b>\$6,430,900</b>	<b>\$6,119,380</b>	<b>105%</b>
<b>Expense</b>				
Bookmobile	\$26,453	\$39,494	\$22,000	180%
IT	\$40,071	\$213,064	\$213,750	100%
Materials	\$31,526	\$338,665	\$411,500	82%
Operating Expenses	\$25,435	\$414,172	\$501,494	83%
Programming	\$4,636	\$52,481	\$60,000	87%
Public Relations	\$1,225	\$31,229	\$98,400	32%
Salaries and Wages	\$163,178	\$2,031,785	\$2,346,659	87%
Benefits	\$30,031	\$525,767	\$722,474	73%
Professional Development	\$6,349	\$18,664	\$32,500	57%
Capital	\$19,537	\$49,977	\$83,707	60%
Lease Payment - Branch	\$298,311	\$356,622	\$356,622	100%
<b>Total Operating Expense</b>				
Total Operating Expense	\$646,752	\$4,071,921	\$4,849,106	84%
<b>Total Capital Expense</b>				
Total Capital Expense	\$880,901	\$5,448,329	\$8,683,478	63%
<b>Total Expense</b>				
Total Expense	\$1,527,654	\$9,520,250	\$13,532,584	70%
<b>DOLA Grant</b>				
DOLA Grant	\$102,764	\$236,992	\$500,000	47%
<b>Transfers</b>				
Transfer from Reserves		\$815,723	\$1,747,909	47%
Transfer to Reserves		\$0	\$0	
<b>Net Income</b>				
Net Income	-\$1,366,298	-\$2,852,358	\$0	

## Preliminary December 2023 Treasurer's Report

The unaudited December financial report is attached for review, expenses will still be recorded into 2023 through February. The financials include a balance sheet and Statement of Revenue and Expenditures.

### Operating Revenue

- The District has earned 105% of budgeted revenue for the year. This overage is primarily due to increased interest income earned on investments. Interest earned to date in Colotrust totals \$426k and the current average yield is 5.566%.
- Property tax is 100% earned and Specific Ownership is 105% or \$14k over budget.

### Operating Expenses

- The District has spent 84% of total budgeted operating expenditures for the year. Some highlights of expenditures is shown below:
  - Salaries and benefits are under budget by 13% due to vacancy savings as positions were vacant throughout the year.
  - Bookmobile is over budget by \$17k due to a generator replacement that was unanticipated during budget adoption.
  - Capital expenditures and public relations are under budget by \$34k and \$67k respectively due to timing of projects.

### Other Sources and Uses

- The District had three construction projects in 2023. The Library renovation, Ash Street remodel and building of the new Severance Branch.
  - The Severance Branch is funded by a DOLA grant, loan proceeds from certificates of participation, and fund balance (reserves).
  - The library and Ash Street remodels were near completion in 2023 and were funded through fund balance (reserves).
- Total capital for these projects is under budget by \$3.2 million. The construction project will continue in 2024 and funds have been appropriated accordingly.
- The District has spent \$5.4 million on these projects for the year and utilized \$3.8 million in loan proceeds, and \$237k in DOLA grant proceeds. The remaining loan proceeds as of December 31 total \$1.3 million.

### Change in Fund Balance

- It is estimated that the District will have a net reduction in fund balance of \$2.8 million at the end of the year. \$3.8 million will be reduced from restricted fund balance (loan proceeds), with the addition of \$1 million to unrestricted or committed fund balance. Unrestricted or committed fund balance can be used for the 2024 construction of the Severance Branch and other capital projects outlined in the Long Range Facilities Plan.

### Other Considerations

- The District will continue to monitor potential impacts to the assessed value percentages or mandatory reductions to assessed values as a result of ongoing legislative changes. In addition, it will track the property tax revenue received relative to oil and gas as these can be volatile and are a finite resource.
- The District will monitor operating expenses of the Severance Branch after it opens and incorporate any needed increases to our future year projections.

## **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, Secretary Lisa Gagliardi, Trustee Rochelle Brotsky, Trustee Kendra Adams (joined online), City of Greeley Liaison Dale Hall, and Attorney William Garcia

Absent: Weld RE-4 School District Liaison Jennifer Hansen. Town of Windsor Liaison Julie Cline, Town of Severance Liaison to be determined

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

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### **Review of Agenda**

Nothing at this time.

### **Public Input**

Nothing at this time.

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

- Communication and Monthly Statistics
  - Director Kling referenced the Director's Report and asked if there were any questions. Board members asked for statistics in the board packet to be refurbished and updated i.e., year to date all of 2023; 6-12 months trending data; sparklines over 12 months.

### **Old Business**

- Approve Minutes of the November 30, 2023, Regular Board Meeting
  - Minutes were approved.
  - Motion by Kendra Adams, second by Cole Gerstner, to approve minutes of the November 30, 2023, Regular Board Meeting; motion passed unanimously.

- Building Project Update - Ann Kling, Library Director
  - Director Kling reported on the progress being made on the Severance project, the project remains on schedule, hiring for Severance is in the works, and planning for the grand opening has begun. Director Kling reported on the survey that was recently sent to the Severance community and shared with patrons through social media. The survey was an opportunity to give feedback to the library district concerning hours of operation and days of the week that the Severance Library will be open.
- Director Search Update - Ann Kling, Library Director
  - Director Kling reported that the draft brochure is ready for Jeromey and Rochelle to review. The Director job should be posted by the end of January.
- Branding Update - Christine Henschler, Communications Specialist
  - Director Kling reported that several options for the new brand are almost ready and will be presented at the January 25<sup>th</sup> regular board meeting. Also, a proposal for the new naming convention should be sent to board members prior to the meeting, and in the board packet.

### **New Business**

- 2024 Budget, Second Reading - Ann Kling, Library Director
  - Director Kling asked the board if they would like to waive the second reading of the 2024 budget. Director Kling gave a quick update on any changes made since the first reading of the budget.
  - Motion by Kendra Adams, second by Cole Gerstner, to waive the second reading of the 2024 budget.
- Adoption of the 2024 Clearview Library District Budget, Resolution 2024-01 - Ann Kling, Library Director
  - Motion by Cole Gerstner, second by Ron Dunworth, to adopt the 2024 Clearview Library District Budget, Resolution 2024-01; motion passed unanimously.
- Appropriate Sums of Money, Resolution 2024-02 - Ann Kling, Library Director
  - Director Kling explained sums of money.
  - Motion by Ron Dunworth, second by Kendra Adams, to appropriate Sums of Money, Resolution 2024-02; motion passed unanimously.
- Certify the Mill Levy, Resolution 2024-03 - Ann Kling, Library Director
  - Director Kling reported on the mill levy of 3,546 mills for 2024. Kendra said that staff and Ron Dunworth have worked so hard on this number and budgeting and that it's important to maintain the mills. Cole stated that 74% of the budget does not come from residential sources and that the majority of the budget comes from oil and gas, commercial industrial, and agriculture. Lisa added there will be additional changes to the residential assessment rate with the new legislation. Adding, there will be more

- changes next year in either the assessment rate or another reduction in the assessed values. Lisa stated it is smart to keep the mill levy where it is at.
- Motion by Rochelle Brotsky, second by Ron Dunworth, to certify the Mill Levy, Resolution 2024-03; motion passed unanimously.
  - Election of Officers - Cole Gerstner, Vice-President
    - Cole Gerstner and Ron Dunworth nominated Jeromey Balderrama as President. Jeromey Balderrama accepted the position. The motion passed unanimously.
    - Ron Dunworth and Kendra Adams nominated Cole Gerstner as Vice-President. Cole Gerstner accepted the position. The motion passed unanimously.
    - Ron Dunworth and Cole Gerstner nominated Rochelle Brotsky as Secretary. Rochelle Brotsky accepted the position. The motion passed unanimously.
    - Ron Dunworth and Cole Gerstner nominated Lisa Gagliardi as Treasurer. Lisa Gagliardi accepted the position. The motion passed unanimously.
  - Appointment of Standing Committees and Ad Hoc Committees - Jeromey Balderrama, President
    - Audit Committee: Lisa Gagliardi and Jeromey Balderrama
    - Personal Committee: Cole Gerstner and Rochelle Brotsky
    - Ad Hoc Long-Term Planning Committee: Kendra Adams and Ron Dunworth
    - Ad Hoc Director Search Committee: Jeromey Balderrama and Rochelle Brotsky
    - Ad Hoc Policy Committee: Jeromey Balderrama and Lisa Gagliardi
    - Rochelle Brotsky will remain the liaison to the Friends and Foundation. Kendra Adams offered to be an alternate.
  - Posting of Official Library Notices, Resolution 2024-04 - Ann Kling, Library Director
    - Director Kling stated that all official library notices continue to be posted on the library district's website, posted in the Windsor Severance Library's glass display case, and will be posted in the Severance Library's glass display case.
    - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the Posting of Official Library Notices, Resolution 2024-04; motion passed unanimously.

### **Upcoming Agenda**

Policy Review  
Update on Director Search  
Update on Severance Project  
Potential Executive Session

### **Adjourn**

Motion by Kendra Adams, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 6:37 p.m.

### **Upcoming Meetings**

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

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



## Project Update Report

**Project Name:** CLD2-Clearview Library District – New Severance Library  
**Wember Inc. Project Number:** 2022.24 CLD2  
**Issue Date:** January 11, 2024  
**Location:** Severance, Colorado  
**Purpose:** Project Update thru December 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 mid-way through construction. Underground plumbing & electric are complete, concrete foundation and framing are complete, windows and overhead doors are installed and roofing is in progress.

### Pre-Construction Cost Estimating / Design Update

Construction Administration is underway for the design team.

### Permitting Update

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

### Construction

Steel framing & wood framing are complete. Roof is complete. Library site paving is complete and repaving the road between library & Town Hall are also complete. Drywall complete and ceiling & tile in progress, cabinet installation in progress. Painting in progress. Building is dried in. Patio soffit beetle-kill panels are complete. Metal siding panels in progress.

**Milestone Schedule** - *Schedule update in progress*

Schematic Design	04/26/2022
Design Development	08/15/2022
Site Plan Review Process	03–05/2022
FF+E Design	05/2023-present
Construction Drawings	01/31/2023
GMP Contract Amendment	03/16/2023
Building Permit	05/16/2023
Construction Start	05/16/2023
Substantial Completion	02/22/2024
FF+E Install	2/2024 – 3/2024
Book Collection Delivery	3/7/2024

**Delays** - None

**Budget**

	A - Initial Budget	B - Budget Changes	C - Current Budget	D - Contracts POs Expenses	E - Change Orders	F - Pending Changes	G - Committed Costs	H - Projected To Complete	I - Projected (Over)/Under	J - Incurred Costs	K - Balance To Finish	L - Projected Remaining to Bill
C..01 - Severance Real Estate	\$400,000	\$0	\$400,000	\$523,583	\$0	\$0	\$523,583	\$0	\$123,583	\$523,583	\$0	\$0
C..02 - Severance Design Fees	\$200,000	\$223,011	\$423,011	\$386,886	\$32,000	\$4,125	\$423,011	\$0	\$0	\$404,607	\$18,404	\$18,404
C..03 - Severance Construction	\$4,190,000	\$1,210,072	\$5,400,072	\$11,546	\$5,317,694	\$70,832	\$5,400,072	\$0	\$0	\$3,239,059	\$2,161,014	\$2,161,014
C..04 - Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000	(\$439,694)	\$585,306	\$487,144	\$0	\$0	\$487,144	\$70,665	(\$27,497)	\$214,734	\$272,411	\$343,076
C..05 - C.5 Owners Requirements	\$592,500	(\$144,120)	\$448,380	\$293,380	\$70,000	\$0	\$363,380	\$0	(\$85,000)	\$316,272	\$47,108	\$47,108
C..06 - C.6 Contingency	\$1,150,000	(\$796,730)	\$353,270	\$0	\$0	\$0	\$0	\$0	(\$353,270)	\$0	\$0	\$0

**Risks / Changes**

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

## Procurement Summary

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

## Contracts Summary (no change from last month)

ID	Created	Title	Contracted Org	Contract	Committed	Total Completed & Stored
13	10/19/2023	Severance - Iconergy Commissioning	Iconergy Ltd.	\$15,000.00	\$15,000.00	
12	07/06/2023	Severance - Xcel Energy Electrical	Xcel Energy	\$48,965.28	\$48,965.28	\$48,965.28
11	02/28/2023	Severance - Majestic Survey - Alta survey, utility locate, plat subdivision	Majestic Surveying	\$6,730.00	\$6,730.00	\$2,750.00
10	02/28/2023	Severance - Xcel Energy - Gas Service	Xcel Energy	\$6,698.62	\$6,698.62	\$6,698.62
9	01/31/2023	Kumar-Material Testing	Kumar and Associates - Denver Office	\$20,615.00	\$20,615.00	\$11,373.25
8	12/19/2022	Delich Associates - Severance Traffic Study	Delich Associates	\$2,120.00	\$2,120.00	\$2,120.00
7	08/31/2022	Fransen Pittman	Fransen Pittman General Contractors	\$11,546.00	\$6,680,493.50	\$3,751,955.26
6	08/10/2022	Elevation Constructors Inc - Low Volt	Elevation Constructors	\$3,100.00	\$5,603.00	\$5,603.00
5	05/12/2022	Geotech - Kumar & Associates	Kumar USA	\$4,485.00	\$4,485.00	
4	04/26/2022	Delich Associates - Traffic Study	Delich Associates	\$3,425.00	\$3,425.00	\$3,425.00
3	03/09/2022	Ratio Architects	Ratio Design	\$476,461.00	\$509,248.83	\$459,905.95
2	01/12/2022	Majestic Surveying	Majestic Surveying	\$4,480.00	\$4,480.00	\$4,480.00
1	10/25/2021	Wember Contract	Wember, Inc.	\$162,356.00	\$232,356.00	\$187,996.21
			<b>Total:</b>	<b>\$765,981.90</b>	<b>\$7,540,220.23</b>	<b>\$4,485,272.57</b>

**Invoicing**

For the current month:

Date	Title	Contract	Committed Cost	Completed & Stored	Completed & Stored To Date	Retainage This Period	Retainage To Date	Retainage Paid	Retainage Paid To Date	Current Payment Due	Balance To Finish	Status
1/11/2024	Fransen Pittman - Severance Pay App 08	Fransen Pittman	\$6,775,554.35	\$745,144.75	\$4,498,815.37	\$37,257.24	\$224,940.75	\$0.00	\$39,905.72	\$707,887.51	\$2,276,738.98	Submitted for Approval
1/10/2024	Wember Invoice #2021.24-30	Wember Contract	\$232,356.00	\$7,475.96	\$210,789.79	\$0.00	\$0.00	\$0.00	\$0.00	\$7,475.96	\$21,566.21	Approved
1/8/2024	Kumar Invoice 225274	Kumar-Material Testing	\$20,615.00	\$1,245.00	\$13,288.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,245.00	\$7,326.75	Approved
1/4/2024	Iconergy Invoice #3101215	Severance - Iconergy Commissioning	\$15,000.00	\$1,500.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$9,750.00	Approved
12/7/2023	Iconergy Invoice #3101118	Severance - Iconergy Commissioning	\$15,000.00	\$3,750.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$9,750.00	Approved
12/7/2023	Wember Invoice #2021.24-29	Wember Contract	\$232,356.00	\$7,468.50	\$210,789.79	\$0.00	\$0.00	\$0.00	\$0.00	\$7,468.50	\$21,566.21	Paid

**Contingency & Allowance Summary**

See attached Contingency Log from Fransen Pittman.

**Next Steps (major)**

- Xcel to hook up the gas 1/11/2024, move FP office into building. The FP job trailer is being removed Monday, 1/15/24.
- Colored ceiling arriving 1/11/2024, slight delay in getting to site from supplier, but still on schedule.

Jan 11, 2024 at 9:55:08 AM



WEMBER

Jan 11, 2024 at 10:05:16 AM



WEMBER

Jan 11, 2024 at 9:52:37 AM





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

Clearview Severance Library (3145.C3)

5 Timber Ridge Parkway  
 Severance, CO 80550

\*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>01-1801 05: *Construction Contingency - Other</b>						
*Construction Contingency - Other	132,108.00					
[PCO Num: 024] (Contingency Asphalt)				-4,061.19		
[PCO Num: 030] (Board Form Seat Walls)				-3,130.00		
[PCO Num: 034] (Asphalt repair in City ROW)				-31,530.90		
[PCO Num: 044] (*Construction Contingency - Recycled Asphalt)				-13,055.00		
[PCO Num: 045] (*Construction Contingency - RFI 055- Box Walk Changes)				-1,789.00		
[PCO Num: 059] (*Construction Contingency - Stair Extension)				-11,585.00		
[PCO Num: 070] (*Construction Contingency - Security Infrastructure)				-17,247.00		
<b>01-1801 05</b>	<b>132,108.00</b>	<b>0.00</b>	<b>132,108.00</b>	<b>-82,398.09</b>	<b>0.00</b>	<b>49,709.91</b>
<b>02-9904 04: *Striping at Timber Ridge Pkwy ALLOWANCE</b>						
*Striping at Timber Ridge Pkwy ALLOWANCE	10,000.00					
[PCO Num: 055] (*Striping at Timber Ridge Pkwy ALLOWANCE)				-8,975.00		
<b>02-9904 04</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-8,975.00</b>	<b>0.00</b>	<b>1,025.00</b>



\*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>02-9905 04: *Top Soil Amendments for Planting Areas</b>						
*Top Soil Amendments for Planting Areas	22,000.00					
-----	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
<b>02-9905 04</b>	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
<b>08-9902 04: *Window Film Allowance</b>						
*Window Film Allowance	5,000.00					
-----	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>08-9902 04</b>	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>09-9902 04: *Flooring Preparation</b>						
*Flooring Preparation	8,000.00					
-----	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<b>09-9902 04</b>	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<b>09-9905 04: *Mural ALLOWANCE</b>						
*Mural ALLOWANCE	2,790.00					
-----	2,790.00					
[PCO Num: 041] (*Mural ALLOWANCE)				-2,790.00		
-----	2,790.00	0.00	2,790.00	-2,790.00	0.00	0.00
<b>09-9905 04</b>	2,790.00	0.00	2,790.00	-2,790.00	0.00	0.00
<b>12-2000 04: *Window Treatments Allowance</b>						
*Window Treatments Allowance	5,000.00					
-----	5,000.00					
[Contract Num: 3145.C3-702] (*Window Treatments Allowance)						
-----						
[PCO Num: 026] (*Window Treatments Allowance)				-3,225.00		
-----						
[PCO Num: 051] (*Window Treatments Allowance)				-860.00		
-----						
[PCO Num: 051] (Labor and material to adjust roller shade quantities: to Collab 115, Teen Collection 118, Collab 119, Childrens 121)						

Clearview Severance Library (3145.C3)

5 Timber Ridge Parkway

\*Contingency/Allowance Report Grouped by Budget Code

Severance, CO 80550

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>12-2000 04: *Window Treatments Allowance</b>				860.00		
.....						
<b>12-2000 04</b>	5,000.00	0.00	5,000.00	-3,225.00	0.00	1,775.00
<b>Grand Totals:</b>	<b>184,898.00</b>	<b>0.00</b>	<b>184,898.00</b>	<b>-97,388.09</b>	<b>0.00</b>	<b>87,509.91</b>



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** January 25, 2024

**Re:** New Logo and Naming Convention for Libraries

**Item 5.1:** New Business

### **Background / Discussion**

The library adopted the current logo in 2010. After fourteen years and significant growth of the Library District, including the upcoming opening of the second Clearview Library District library and after hearing from residents of the district who felt the pelican did not represent them, we wrote and published a Request for Proposal (RFP) to engage a consultant for designing a new logo, recommending a naming convention for current library facilities that would work for the future, and refreshing the Library District's brand.

Cordelia Anderson Consulting (CAC) was engaged in August 2023 and has worked with the Communications Department and the Director for the past five months. Cordelia Anderson conducted a comprehensive survey to collect feedback and insights from community members in our district. Furthermore, she personally visited our area in October and actively engaged citizens through productive focus group sessions. Additionally, both Cordelia Anderson and Ken Magus virtually met with the library district staff to gather valuable feedback.

Ken Magus designed several logos, which the Communications (Comms) Team and Director reviewed, rejecting some and selecting three for further work. The Comms Team and Director then met with Ken and Cordelia to review the changes, narrowed the choices to two, and finally, to the one we are presenting to the board for adoption.

The Comms Team believes the logo effectively captures the elements of the feedback provided by the staff and public, namely the outdoors, in particular, trails, rivers, mountains, and the sky, while also incorporating books, which remain one of the most prominent symbols associated with libraries by the public.

The naming convention is simple but straightforward and will serve the Library District well as it grows. It emphasizes the name of the Library District while recognizing the names of the communities the district serves.

**Recommendation(s)**

The Library Director and the Communications Team recommend the adoption of the logo and the naming convention for libraries.

**Attachments**

A Work Product Document has been distributed to Library Board members.



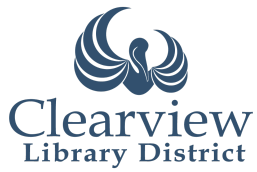
## MEMORANDUM

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

**Date:** January 25, 2024  
**Re:** Library Board Self-Evaluation  
**Item 5.2:** New Business

### **Background / Discussion**

The Board of Trustees conducts a self-evaluation at the end of every year. The Library Board President gathers feedback from Trustees and presents the results at the January meeting of the Board. The Trustees will discuss the results at the meeting.



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** January 25, 2024

**Re:** Letter of Engagement, Annual Audit

**Item 5.3:** New Business

### **Background / Discussion**

The Library District is required by law to engage an auditor to conduct an annual audit. Hinkle and Company has audited the District's finances for the past 4 years.

### **Attachment**

Letter of Engagement



**HINKLE &  
COMPANY**  
Strategic <sup>PC</sup>  
Business Advisors

October 6, 2023

Board of Trustees  
Ann Kling, Director  
Clearview Library District  
720 3rd Street  
Windsor, CO 80550

We are pleased to confirm our understanding of the services we are to provide to the Clearview Library District (the District). We will audit the financial statements and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of December 31, 2023.

We will not audit the financial statements of the Clearview Library District Friends and Foundation, Inc., a discretely presented component unit of the District, but instead we intend to place reliance on the audit performed by other auditors.

Accounting principles generally accepted in the United States of America require that supplementary information (RSI), such as management's discussion and analysis (MD&A). Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussions and Analysis

### **Audit of the Financial Statements**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

#### Office Locations:

Colorado Springs, CO  
Denver, CO  
Frisco, CO  
Tulsa, OK

#### Denver Office:

750 W. Hampden Avenue,  
Suite 400  
Englewood,  
Colorado 80110  
TEL: 303.796.1000  
FAX: 303.796.1001  
[www.HinkleCPAs.com](http://www.HinkleCPAs.com)

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For maintaining records that adequately identify the source and application of funds for federally funded activities;





4. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
5. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
6. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
7. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
8. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
9. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
10. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
11. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Fees and Timing**

Jim Hinkle is the engagement partner for the audit services specified in this letter. His responsibilities include supervising the auditing services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as printing, postage, travel, etc.) except that we agree that our maximum fee, including expenses, will not exceed \$10,375. Our invoices for these fees will be rendered as work progresses and are payable on presentation. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Hinkle & Company, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hinkle & Company, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

With respect to any nonattest services we perform, the District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.



At the conclusion of our audit engagement, we will communicate to the Board of Trustees, the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement's compliance over major federal award programs including our respective responsibilities.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

*Hick & Company, PC*

This letter correctly sets forth our understanding of the Clearview Library District.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



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## **Report on the Firm's System of Quality Control**

To the Partners of Hinkle & Company, PC and  
the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the "firm") in effect for the year ended September 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

To the Partners of Hinkle & Company, PC and  
the Peer Review Committee of the Oklahoma Society of CPAs  
Page -2-

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Hinkle & Company, PC in effect for the year ended September 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Hinkle & Company, PC has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Finley & Cook, PLLC". The signature is written in a cursive, flowing style.

Shawnee, Oklahoma  
August 30, 2023