

## 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 February 29, 2024, Regular Board Meeting (Action)
- Severance Update - Ann Kling, Library Director (Information), Brooke Kardos, Wember, Inc.
- Director Search Update - Jeromey Balderrama, Board President (Information)
- Patron Privacy Policy, Second Reading - Jeromey Balderrama, Policy Committee Chair (Action)

**New Business**

- Working Session of the Board/Book Discussion, The Lost Apothecary - Ann Kling, Library Director (Information)

**Executive Session 1**

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

**Executive Session 2**

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

**Upcoming Agenda**

**Adjourn**

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**Upcoming Meetings**

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

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

## **DIRECTOR'S REPORT - February 2024**

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

#### **Highlights**

- An interior punch walk (a walk through the building by the owner, owner's representative, construction company, and architect to identify issues that need to be corrected) was held on Thursday, February 15. There were only minor issues that needed to be addressed.
- The shelving for the Severance Library arrived on Tuesday, February 20. This included shelving for the children's area, which had been repurposed from the Windsor Library remodel. It took several days for the installation. Several of the mobile shelving units were damaged. Shelf Image will replace them.
- The furniture arrived at the Severance Library on Tuesday, February 27. Installation took several days. A few items were on backorder but will be delivered before the Grand Opening/Ribbon Cutting on Saturday, April 6.

#### **Opportunities**

- On Wednesday, February 7, Board President Balderrama and Director Kling held an orientation for new liaisons Jennifer Hansen and Craig Joseph. We look forward to continuing our valuable relationships with the Town of Severance and the Weld RE4 School District.
- The Library District hired its first full-time Facilities and Fleet Supervisor, Lalo Maysonet. The Severance Library is the 3rd facility owned by the district, and the district now has two vehicles to maintain. Previously, the Director supervised all maintenance and repair with the help of a part-time maintenance person.
- The Library District also Hired a part-time Friends & Foundation Director, a position that had been vacant since 2019. As the district grows, it is important to grow the presence of the Friends and Foundation in our communities.

#### **Challenges**

- The biggest challenge is getting the new library in Severance ready to open by April 6. Now that the large work is done, it is time to deal with the many important small details such as stocking the library with operating supplies, purchasing and storing materials for children's services, installing television screens in all of the meeting rooms and in other public spaces, and many more things that you take for granted when you have been in an existing building which has been open since 1997.

#### **Personnel**

- A virtual All Staff meeting was held on Friday, February 2. The topics were Severance and Branding updates
- Cayti Weber-Vowell was hired as the part-time Friends & Foundation Director. Cayti started on Wednesday, February 21.
- Lalo Maysonet, Facilities and Fleet Supervisor, began working on Monday, February 12.

# Clearview Library District

- Diana Hyland rejoined the library district as the Children's Services Supervisor. See the Public Services Report below.
- Maintenance/Cleaner, Bob Houle, retired at the end of February. Bob will be spending his time with his grandchildren and golfing.

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

- Weld RE-4 School District Bond Update Presentation.
  - The Board withdrew all previous offers to the Town of Windsor for the purchase of the District's property on Main St., Windsor.
  - The revised version of the Patron Privacy Policy was presented and tabled for discussion at the March meeting of the board.
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## ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

### **Highlights**

- Diana Hyland re-joined our team as the Children's Services Supervisor in early February. Diana previously worked at the library district as a Children's Services Assistant and later left to take a job with the Poudre School District. Lucky for us, however, Diana missed working at the library, so when the Supervisor position opened up, she jumped on it! She has adapted wonderfully, helping assist with programs, helping direct reports plan programs for the new branch, and much more.
- Kaytlen Kidney, our staff member who works for both Mobile Services and Customer Service, went full-time in February. Kaytlen has worked for the library district since May 2022, has proven to be exceptional with patrons, and is always willing to help pick up or cover shifts. We are glad we could promote Kaytlen to full-time! Additionally, Courtney Harris - Children's Services Assistant - was offered a full-time promotion in February (starting full-time hours in early March). Courtney has proven to be an exceptional programmer who connects wonderfully with our community.
- Our librarians finally got to tour the new Severance Library in late February. They really seem to love the building and have amazing ideas for making their spaces "come alive." Everyone is diligently working away to ensure the Grand Opening on April 6th is a huge success.

### **Opportunities**

- In February, we rolled out new programming/event calendars incorporating some of our new branding elements. Further, we have transitioned all calendars to Canva rather than Publisher, which has been proven clunky and outdated. We also rolled out Severance Library event calendars for the very first time!
- In preparation for Battle of the Books in April, Julie Santilli and Trisha Parsons held a mock battle with Mountain View Elementary School students. Mountain View Elementary School will have third and fourth graders participating in Battle of the Books. Both Julie and Trisha appreciated the practice as they gear up to host real battles in schools and the final battle at Windsor Library soon.
- We were invited to participate as guest readers in Read Across America Day at Mountain View Elementary and Tozer Primary Schools. Our Children and Family Services Librarian, our

# Clearview Library District

Children's Services Supervisor, and our Children's Librarian II all had the opportunity to read to classes at these schools.

- Nancy Milliken, Early Literacy Librarian, created 13 Book Adventure Boxes, which were recently added to our catalog and are now available for circulation. Each Book Adventure Box - created for ages 0-5 - features a book and several items that are centered around a common theme. For instance, we have a box dedicated to dinosaurs, colors, alphabet, counting, etc. So far, the boxes have been a huge hit!

## Challenges

- Even though we thought we had ironed out every last conflict with programs and reserving rooms, we still ran into a few conflicts with adult programs and teen programs scheduled for the same time in the same building. We worked through it, however, and everything is squared away. We can't wait to start programming out of Severance Library.

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

### Highlights

- In February, we continued to work on making cybersecurity a high priority for the district and looked at ways we can make things more secure. We implemented multi-factor authentication for our Meraki and VPN users using Duo. We continue to look at other ways to use this tool to implement better security. We also increased the complexity requirements for our passwords and began phasing out shared users and passwords.
- We fully installed our network equipment and server at the new Severance Library. Lighting completed the fiber internet installation, and WiFi and network ports are all online and functioning. Our domain controller is up and running at the new location, and functionality has been verified. IT staff are continuing to work on getting the rest of the equipment ready for Severance Library by doing what they can, both on and off-site, to prepare for the opening. By the end of the month, all equipment was moved to Severance Library in preparation for installation.
- Technical Services tested incoming opening day collection records and solidified the plans for loading the records of the materials coming on March 7th. After installing the shelving, we created the final floor plan with shelf counts. March 7th is a much-anticipated date, with 18 pallets arriving. We are feeling confident and ready for this day to come!

### Opportunities

- The contract for the new and improved catalog, Pika, was signed, and development work will begin in May. We are excited to implement Pika as a new way for patrons to discover library resources. Pika features a better search interface and the ability to add non-traditional items such as explore kits and online resources.
- We are looking for ways to better manage PCs and laptops for updates, security, and functionality. Currently, we rely on Windows automatic updates and individual users to complete laptop updates, and IT manually does the rest. We'd like more control over this process and a much more automated way to complete these tasks.

## Challenges

- Working with Servitech, the low-voltage contractor at Severance, has been challenging. They have had a lot of delays in completing the wired network, and many of the connections have failed during testing. This slows down the entire process of getting IT into place. This has also delayed the access control installation, which Servitech is also doing. Since so many projects at Severance Library depend on the completion of other projects, i.e., finishing the data closet before we can rack our server, and the server must be racked and running before we can work on the domain controller, each delay creates a domino effect. This can upend the schedule and can be frustrating.
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## **Customer Services Update** - *Customer Service Manager Amanda Brian*

### Highlights

- We interviewed 16 people for three part-time and one full-time Customer Service Specialist positions in the new Severance Library. After two weeks of interviews, we were able to fill all positions. Sadie Metzler, Lyndsey Deeds, and Cynthia Lohnes will each be working 24 hours per week, and Anna Matl will be our full-time Customer Service Specialist..
- We also promoted from within to fill some hours at Windsor Library that were due to last month's promotions of Rob Wygal, Kailin Kelley, and Trevor Wagner. Rosita Hernandez will now work 40 hours per week after several years at 30 hours. Kaytlen Kidney was also promoted from part-time to full-time in her hybrid position of Customer Service Specialist and worked for Mobile Services as a Mobile Services Assistant. Bridget Bromstrup was our last remaining shelver, and as of last month, she has now transitioned to a 24-hour Customer Service Specialist. For a short month, it was filled with lots of interviews and filling out hiring paperwork!
- In January, I saw the opportunity to revise and improve our training plans for new Customer Service staff. I tasked the two Supervisors and the Customer Service lead to draft new training materials. I am happy to report that Kailin, Rob, and Trevor did an excellent job in creating materials that are easy to understand and aesthetically pleasing! I believe these will be tremendous resources for all of our new employees.

### Opportunities

- The four Customer Service Specialists and their Supervisor, Rob Wygal, will be the five employees based out of Severance. Other departments will send staff to do programming and give them some desk time at the children's service desk. However, with Customer Service being the main department that will be staffing the library in Severance, I see an opportunity for some cross-training with the Children's Services Department staff. I anticipate the community being especially excited about our children's resources, so I'd like the Customer Service Department to learn more about children's readers advisory.
- With election season fast approaching, the library saw an increase in petitioners in February, and I foresee a busy petitioning season ahead of us. I used this as an opportunity to review our current policy: <https://clearviewlibrary.org/about-us/learn-more/policies-faqs/solicitation-and-petitioning-policy>. I spoke with Director Ann Kling about it, and I sent an email to staff clarifying some of

the questions that staff had about our policy, including what 35 feet from our front door looks like.

## Challenges

- Tax season can be a stressful time, and while it's a wonderful benefit that we are able to provide space and partner with the Volunteer Income Tax Assistance (VITA) program to provide tax help to our patrons, it can be a challenge to the Customer Service staff as patrons expect they will be able to answer all their questions about the VITA program. This is a logical assumption from our patrons since we promote tax help on our website: <https://clearviewlibrary.org/services/other/tax-help>. For next year, I am looking to meet with someone from the VITA program to get better talking points for the Customer Service staff.
  - The timeline from the start date for the Severance Library staff to the Grand Opening event of April 6th is a very tight five weeks. Three of the new staff have never worked in a library before, so the challenge will be ensuring everyone feels adequately prepared for our opening day. While it is a tight timeline, I feel confident that they will be ready.
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## February 2024 Usage Stats

### Key Takeaways:

- Database usage was much higher than normal, due to extremely high usage of Pebblego.
- The increase in bookmobile visits from January is because there were no canceled stops in February.
- All stats showed significant increase in comparison to February 2023, since the library saw less usage then due to remodeling construction.

### About the Dashboards:


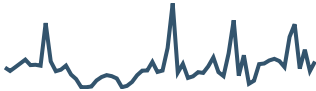
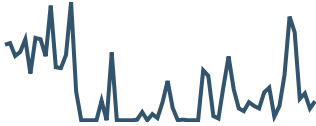

- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2019, with the end of the line being the most recent month.

### 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 Feb 2024	% Change from Jan 2024	% Change from Feb 2023	Sparklines (data since Jan 2019)
Library 10,921	3.75%	266.11%	
Bookmobile 1,087	59.15%	295.27%	
Outreach 700	62.41%	32.08%	
Total Patrons 12,708	9.18%	235.48%	

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

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

Circulation			
Counts for Feb 2024	% Change from Jan 2024	% Change from Feb 2023	Sparklines (data since Jan 2019)
Physical Circs 26,690	-1.85%	245.99%	
Digital Circs 11,540	-3.98%	16.77%	
Database Usage 10,132	277.78%	415.36%	

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

Programs			
Counts for Feb 2024	% Change from Jan 2024	% Change from Feb 2023	Sparklines (data since Jan 2019)
Program Attendees 2,164	-3.22%	67.75%	N/A
Total Programs 107	-0.93%	50.70%	
Waitlisted People 157	24.60%	196.23%	
Waitlisted Programs 27	-15.63%	107.69%	

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

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

Cardholders			
Counts for Feb 2024	% Change from Jan 2024	% Change from Feb 2023	Sparklines (data since Jan 2019)
Active Cardholders 5,237	-0.21%	56.05%	
New Cardholders 363	49.38%	28.72%	

Website Stats			
Counts for Feb 2024	% Change from Jan 2024	% Change from Feb 2023	Sparklines (data since Jan 2019)
Pageviews 29,176	-1.39%	54.62%	

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



## Reports of Liaisons - March 2024

### Jennifer Hansen - Weld RE4 School District

- Construction is on schedule for both elementary schools, Orchard Hill and Hollister Lake, and they will receive their TCO well before school starts.
- CR 15 Middle School construction is taking shape, and the walls have gone up, Principal Josh Malicoat has been hired and will be joining us from Minnesota.
- Three WHS Robotics students were invited and are headed to compete at World Robotics in April in Houston, TX.
- Windsor Boys Basketball made it to state and lost in the Championship Game 57-53, they had a great season.

### Craig Joseph - Town of Severance

- Town Scoop, March 2024 - Click [HERE](https://www.townofseverance.org/home/files/march-2024-newsletter) to check out March's Town, or visit: <https://www.townofseverance.org/home/files/march-2024-newsletter>.

### Julie Cline - Town of Windsor

- Town Wide Election - April 2nd for Mayor  
Ballots are out and due back by Tuesday, April 2nd. Barry Wilson and Jason Hallett are on the ballot for mayor. For more information on the candidates, please go to the Town of Windsor website.
- Windsor Police and Special Olympics Colorado to Host Windsor Polar Plunge & 5K on April 13, 2024.
- Applications are currently being accepted for the following Boards and Commissions:
  - Windsor Arts Commission - One regular member with term expiring September 2025, One member with term expiring March 2027.
  - Windsor Housing Authority - One regular member with term expiring March 2024, and one alternate member with term expiring March 2027.
  - Historic Preservation Commission - Two regular member with terms expiring March 2024, and one alternate member with term expiring March 2024.
  - Parks, Recreation and Culture Advisory Board - One regular member with term expiring September 2024.
  - Planning Commission - Three regular members with terms expiring March 2028, and one alternate member with term expiring March 2027.
  - Water and Sewer Board - Two regular members with terms expiring March 2028.

# Clearview Library District

- Board of Adjustment/Appeals - One board member and alternate member with terms expiring September 2026. One board member with term expiring September 2023.
- Recruitment for new Chef of Police being conducted by Executive Search Firm Strategic Government Resources (SGR)

## February 2024 Treasurer's Report

The financials a Statement of Revenue and Expenditures. Staff will be working with an accounting consultant in April to re-format the balance sheet and will include year-end 2023 adjustments. As of the date of this report, all of the Bank of San Juans (certificates of participation proceeds) have been used on the Severance Branch construction. The balance of the construction expenditures will come from reserves and the remaining DOLA grant funds.

Operating Revenue is at 14% of budget and on target to meet budget amounts.

Operating Expenses are at 12% of the operating budget.

- With 17% of the year elapsed through February, all operating expenses are equal or less than budget.
- The lease payments on the Severance Branch certificates of participation occur in June and December.
- Capital expenditure for existing facilities will occur as needed through the remainder of the year.

Other Sources and Uses

- The District realized revenue of \$142k for a grant on the Severance construction. There is approximately \$120k remaining to be realized on the \$500k grant.
- The construction costs for the Severance Branch are at \$1.5 million to date and are exceeding budget by 3%. The Director will propose a budget supplemental for the remainder of construction costs in a future month. This is essentially a roll-over of unspent budget from 2023 that will need to be re-appropriated in 2024 and not a condition of the total project being over budget.

Change in Fund Balance

- The District is showing a \$922k reduction in fund balance to date primarily related to the capital expansion costs of the Severance Branch.

Clearview Library District February 2024 Financials

	Feb 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	1,083,356	1,108,458	8,233,544	13%
Specific Ownership Tax	24,287	49,089	245,000	20%
Other Income	33,543	72,566	424,586	17%
<b>Total Operating Revenue</b>	<b>\$1,141,185</b>	<b>\$1,230,113</b>	<b>\$8,903,130</b>	<b>14%</b>
<u>Expenditures</u>				
Salaries and Wages	196,090	376,716	2,899,805	13%
Benefits	56,174	108,358	1,021,325	11%
Operating	60,221	117,429	690,505	17%
Materials	35,747	78,076	509,500	15%
IT	2,647	29,372	253,200	12%
Programming	4,023	7,162	87,500	8%
Public Relations	4,939	9,351	124,643	8%
Vehicles	511	1,071	26,000	4%
Capital Existing	-	-	250,000	0%
Lease Payment - Branch	-	-	356,606	0%
<b>Total Operating Expense</b>	<b>\$360,352</b>	<b>\$727,536</b>	<b>\$6,219,084</b>	<b>12%</b>
<b>Operating Revenue Over (Under) Expenditures</b>	<b>\$780,833</b>	<b>\$502,577</b>	<b>\$2,684,046</b>	<b>19%</b>
<u>Other Financing Sources (Uses)</u>				
DOLA	142,457	142,457	173,440	82%
Capital - Expansion	(919,881)	(1,567,488)	(1,523,660)	103%
<b>Total Other Financing Sources (Uses)</b>	<b>(\$777,424)</b>	<b>(\$1,425,031)</b>	<b>(\$1,350,220)</b>	<b>0%</b>
<b>Net Increase (Decrease) to Fund Balance</b>	<b>\$3,409</b>	<b>(\$922,455)</b>	<b>\$1,333,826</b>	<b>19%</b>

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Jeromey Balderrama called the meeting to order at 5:30 p.m.

### **Roll Call**

Present: President Jeromey Balderrama, Vice-President Cole Gerstner (joined online), Treasurer Lisa Gagliardi, Trustee Ron Dunworth, Trustee Kendra Adams (joined online), Town of Windsor Liaison Julie Cline (joined online), Town of Severance Liaison Craig Joseph, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney William Garcia

Absent: Secretary Rochelle Brotsky, City of Greeley Liaison Dale Hall

Staff: Library Director Ann Kling, IT & Technical Services Manager Beth Gallinger, Customer Service Manager Amanda Brian, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

President Balderrama elevated Trustee Lisa Gagliardi to voting status.

### **Review of Agenda**

Director Kling asked to move the Introduction of Staff and the Presentation by the Weld RE-4 School District: State of our Schools sessions to the top of the agenda.

Motion made by Kendra Adams, second by Ron Dunworth, to approve the revisions; motion passed unanimously.

### **Public Input**

No public comment was given.

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

- Introduction of Staff
  - Director Kling asked staff to introduce themselves to the board.
    - Ed May, IT Assistant
    - Sarah Zurasky, Accounting Assistant
    - Lalo Maysonet, Facilities and Fleet Supervisor
    - Cayti Weber-Vowell, Friends and Foundation Director

- Communication and Monthly Statistics
  - Director Kling referenced the Director's Report and asked if there were any questions. There were none at this time.

### **Follow Up Questions to Board/Liaison Reports**

Jeromey asked if there were any questions. Kendra asked Jennifer what WSEA stands for and Jennifer replied Windsor Severance Education Association.

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

Lisa reported that there was no report for this meeting. January will be reported on at the March board meeting.

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

Christine reported on Clearview Reads, over 100 tickets have been sold so far, and the VIP tickets are sold out. Christine announced a F&F event called DIY Apothecary Bottle Crafting that's to be held at Windsor Library on April 18th. Christine reported that F&F Volunteer Tracy Baszler is helping with Nation Builder. Christine also reported that the F&F welcomed their new Director, Catherine Weber-Vowell, and that she goes by Cayti. Cayti has hit the ground running and is very happy to join the F&F. Christine said that the F&F interviewed for board positions and that new members have joined.

### **Old Business**

- Approve Minutes of the January 25, 2024, Regular Board Meeting
  - Minutes were approved.
  - Motion by Lisa Gagliardi, second by Ron Dunworth, to approve minutes of the January 25, 2024, Regular Board Meeting; motion passed unanimously.
- Building Project Update - Ann Kling, Library Director
  - Director Kling reported shelving and furniture have been delivered and installed, and that the books and media materials will arrive next week.
  - Director Kling stated that the Grand Opening/Ribbon Cutting event for Severance Library is April 6, 2024, at 1:00 p.m.
  - Director Kling noted that there is a Staff Meeting being held at Severance Library on March 1, 2024; all staff have a chance a Staff Meeting is being board members are welcome.
  - Jeromey talked about alternating board meetings between Windsor Library and Severance Library.
- Director Search Update



- Director Kling reported the Director posting closes March 4<sup>th</sup> at midnight. Director Kling said that June Garcia will be reviewing resumes with the Director Search Committee, Jeromey Balderrama and Rochelle Brotsky.
- Main Street Property - Jeromey Balderrama, Library Board President
  - Jeromey read aloud a memo, which reviewed synopsis about the Main Street property dealings that were handled last year. Jeromey said that the library board asked Attorney Garcia to reach out to the Town of Windsor's attorney for an update due to the Town of Windsor not having followed up with the library board after the last meeting that was held on 12/7/23.
  - Attorney Garcia gave an update, including dates, for the board's recollection. During the meeting on October 26th, the board approved President Balderrama signing an offer with the terms that were desired by the Clearview Library District. This offer was delivered to the Town of Windsor on 11/2/23. The offer was considered by the Town of Windsor Board in an executive session on 11/8/23. After which, they responded with a counter offer, consisting of a letter and a draft contract with new terms which was delivered on 11/22/23 with a deadline of acceptance of 12/11/23. On 12/7/23, both parties' negotiators met and held a discussion, but since then there have been no subsequent offers proposed or received in this matter. Since then, Attorney Garcia was asked to reach out to the Town of Windsor's Attorney, Dan Money. Attorney Money thanked Attorney Garcia for reaching out and said there were no updates to share in this matter and when they have more to share they will reach out.
  - Cole stated that, on 12/7/23, he and Ron met with Town of Windsor board members and gave a counter proposal at that meeting. Cole added that this new offer has never been responded to.
  - Kendra asked if the board would like to keep the offer or to withdraw the offer. Kendra suggested that Attorney Garcia could draft an email to withdraw the offer that was given on 12/7/23. Ron concurred.
  - Motion by Cole Gerstner, seconded by Kendra Adams, that the Clearview Library District Library Board withdraw all prior offers, verbal or written, in regards to the sale of the Main Street property; motion passed unanimously.
  - A roll call vote was taken: Adams, Balderrama, Gagliardi, Gerstner, Dunworth. All five were yes votes. The motion carries..
  - Jeromey asked Attorney Garcia to draft a memo to the Town of Windsor Attorney.

## **New Business**

- Presentation Weld RE-4 School District: State of Our Schools - Michelle Scallon, Superintendent of Schools, Michael McCullar, Chief Operations Officer

- A slide show presentation was given on the school district's status and how bond money is being used for projects, renovations, and new construction. Michelle and Michael answered board members' questions and Michelle thanked them for their time and work in the community. Aside from expressing appreciation, Michelle thanked the library district for its relationship with the school district and asked to keep growing that relationship with all the schools.
- Patron Privacy Policy - Jeromey Balderrama, Library Board President
  - Jeromey shared a presentation, and Director Kling reported that it was time to work on this policy as it needed to be adjusted to today's privacy needs. The board held a discussion about this policy and recommended some alterations.
  - Ron asked for a second reading of the Patron Privacy Policy. Jeromey said that it would be deferred to the March board meeting.

### **Upcoming Agenda**

Privacy Policy  
Annual Report

### **Adjourn**

Motion by Ron Dunworth, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 6:59 p.m.

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### **Upcoming Meetings**

- Board of Trustees Regular Meeting, March 28, 2024, 5:30 p.m. – Windsor Library and Zoom.

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

## Project Update Report

**Project Name:** CLD2-Clearview Library District – New Severance Library  
**Wember Inc. Project Number:** 2022.24 CLD2  
**Issue Date:** March 4, 2024  
**Location:** Severance, Colorado  
**Purpose:** Project Update thru February 2024

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

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

### Summary

Ratio Architects have completed the design and Fransen Pittman has nearly completed construction. In-progress work includes the exterior metal siding, the wall graphic, barn door installation, the monument sign, landscape and final grading & punch list items. Shelving & Furniture have been moved in, with the exception of the Community table, to be installed 3/22. Collection materials to be delivered March 7.

### Pre-Construction Cost Estimating / Design Update

Construction Administration is underway for the design team.

### Permitting Update

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

### Construction

In progress exterior work includes: metal siding on North side of building, the monument sign, landscaping & final site grading. In-progress interior work includes the wall graphic and barn door installation & any remaining punch items.

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

Schematic Design	04/26/2022
Design Development	08/15/2022
Site Plan Review Process	03–05/2022
FF+E Design	05/2023-present
Construction Drawings	01/31/2023
GMP Contract Amendment	03/16/2023
Building Permit	05/16/2023
Construction Start	05/16/2023
Substantial Completion	02/22/2024
FF+E Install	2/20/2024 – 3/2024
Book Collection Delivery	3/7/2024

**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	\$3,984,203	\$1,415,869	\$1,415,869
C..04 - Severance Furniture, Fixtures, Equipment & Technology	\$1,025,000	(\$400,000)	\$625,000	\$491,723	\$0	\$0	\$491,723	\$133,277	\$0	\$217,023	\$274,700	\$407,977
C..05 - C.5 Owners Requirements	\$592,500	(\$19,120)	\$573,380	\$293,380	\$70,000	\$0	\$363,380	\$210,000	\$0	\$316,272	\$47,108	\$257,108
C..06 - C.6 Contingency	\$1,150,000	(\$961,424)	\$188,576	\$0	\$0	\$0	\$0	\$0	(\$188,576)	\$0	\$0	\$0

**Risks / Changes** (only showing changes from previous month)

ID	Date	Title	Contract	Change Order	Amount	Requested Amount (ROM)	Tim (
FP-S 035	3/9/2024	FP COR 035 Window Film (CONTINGENCY)	Fransen Pittman		\$0.00	\$18,960.62	
FP-S 034	3/4/2024	FP COR 034 Added Masonry Wall (CONTINGENCY)	Fransen Pittman		\$0.00	\$5,040.00	
FP-S 032	3/4/2024	FP COR 032 Bullet Resistant Panels (CONTINGENCY)	Fransen Pittman		\$0.00	\$4,200.00	

## Procurement Summary

Shelf Image has installed shelving, all punch items complete.  
OfficeScapes has installed furniture, punch items remain.  
Jade Miller is making the community table, install 3/29.  
Specialty Appliance has installed all 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
3/7/2024	<a href="#">Wember Invoice #2021.24-32</a>	Wember Contract	\$232,356.00	\$10,630.46	\$228,811.52	\$0.00	\$0.00	\$0.00	\$0.00	\$10,630.46	\$3,544.48
3/6/2024	<a href="#">Fransen Pittman - Severance Pay App 10 (Partial Retainage)</a>	Fransen Pittman	\$6,776,920.12	\$496,053.91	\$6,386,248.05	\$0.00	\$293,892.50	\$196,376.25	\$259,728.43	\$692,430.16	\$390,672.07
3/5/2024	<a href="#">Iconergy Invoice #3101372</a>	Severance - Iconergy Commissioning	\$15,000.00	\$5,250.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$4,500.00

Date ↓	Title	Purchase Order	Contract	Committed Cost	Invoiced	Invoiced To Date	Balance To Finish	Status
3/4/2024	<a href="#">Shelf Image Invoice #22338</a>	Severance - Shelf Image move		\$2,400.00	\$2,400.00	\$2,400.00	\$0.00	Approved
3/4/2024	<a href="#">Shelf Image Invoice_22303</a>	Severance - Shelf Image		\$110,234.00	\$102,509.00	\$102,509.00	\$7,725.00	Approved
2/23/2024	<a href="#">Dell Technologies Invoice #10732697453</a>	Severance - Dell computer equipment		\$23,033.53	\$7,154.09	\$7,154.09	\$15,879.44	Paid

**Contingency & Allowance Summary**

See attached Contingency Log from Fransen Pittman.

**Next Steps (major)**

- 3/22/2024 Community table install
- 4/6/2024 Grand Opening

**WEMBER**

Mar 6, 2024 at 2:53:08 PM





**WEMBER**

Mar 7, 2024 at 1:11:45 PM





\*Contingency/Allowance Report  
Grouped by Budget Code

Clearview Severance Library (3145.C3)

5 Timber Ridge Parkway  
Severance, CO 80550

\*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>01-1801 05: *Construction Contingency - Other</b>						
*Construction Contingency - Other	132,108.00					
[PCO Num: 001] (*Construction Contingency - use for planting allowance)				-13,283.00		
[PCO Num: 024] (Contingency Asphalt)				-4,061.19		
[PCO Num: 030] (Board Form Seat Walls)				-3,130.00		
[PCO Num: 034] (Asphalt repair in City ROW)				-31,530.90		
[PCO Num: 044] (*Construction Contingency - Recycled Asphalt)				-13,055.00		
[PCO Num: 045] (*Construction Contingency - RFI 055- Box Walk Changes)				-1,789.00		
[PCO Num: 059] (*Construction Contingency - Stair Extension)				-11,585.00		
[PCO Num: 070] (*Construction Contingency - Security Infrastructure)				-17,247.00		
[PCO Num: 071] (*Construction Contingency - bullet resistant panels)				-4,200.00		
[PCO Num: 085] (*Construction Contingency - usage for window film)				-3,160.62		
[PCO Num: 087] (*Construction Contingency - AED Purchase)				-1,079.00		

\*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>01-1801 05: *Construction Contingency - Other</b>						
[PCO Num: 089] (*Construction Contingency - Data drop at patio phones )				-2,734.00		
.....	132,108.00	0.00	132,108.00	-106,854.71	0.00	25,253.29
<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		
[PCO Num: 085] (*Striping at Timber Ridge Pkwy ALLOWANCE)				-1,025.00		
.....	10,000.00	0.00	10,000.00	-10,000.00	0.00	0.00
<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>08-9902 04: *Window Film Allowance</b>						
*Window Film Allowance	5,000.00					
[PCO Num: 085] (*Window Film Allowance)				-5,000.00		
.....	5,000.00	0.00	5,000.00	-5,000.00	0.00	0.00
<b>09-9902 04: *Flooring Preparation</b>						
*Flooring Preparation	8,000.00					
[PCO Num: 085] (*Flooring Preparation- Usage towards security film)				-8,000.00		
.....	8,000.00	0.00	8,000.00	-8,000.00	0.00	0.00

\*Contingency/Allowance Report Grouped by Budget Code

Description	Original Budget	Approved Revisions	Current Budget	Pending Revisions	Approximate Revisions	Projected Budget
<b>09-9905 04: *Mural ALLOWANCE</b>						
*Mural ALLOWANCE	2,790.00					
[PCO Num: 041] (*Mural ALLOWANCE)				-2,790.00		
<b>09-9905 04</b>	<b>2,790.00</b>	<b>0.00</b>	<b>2,790.00</b>	<b>-2,790.00</b>	<b>0.00</b>	<b>0.00</b>
<b>12-2000 04: *Window Treatments Allowance</b>						
*Window Treatments Allowance	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)				860.00		
[PCO Num: 085] (*Window Treatments Allowance- Usage towards security film)				-1,775.00		
<b>12-2000 04</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Totals:</b>	<b>184,898.00</b>	<b>0.00</b>	<b>184,898.00</b>	<b>-137,644.71</b>	<b>0.00</b>	<b>47,253.29</b>

## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Library

**From:** Jeromey Balderrama, Chair, Policy Committee

**Date:** March 28, 2024

**Re:** Patron Privacy Policy, Second Reading

**Item 4.2:** Old Business

### **Background / Discussion**

The Library District is bound by Colorado law to protect the privacy of those who use our District facilities and services. The Library District takes the privacy of users very seriously. The management staff and policy committee have reviewed and updated the District's Patron Privacy Policy and the revised policy has been vetted by the District's Attorney. The Policy was brought to the Board at the February 28, 2024, meeting at which Trustee Dunworth asked for a second reading. The committee has made revisions to the policy, which have been shared with the Board as a working document.

### **Recommendation(s)**

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

## MEMORANDUM

**To:** Library Board of Trustees

**From:** Director Kling, Library Director

**Date:** March 28, 2024

**Re:** Working Session of the Board/Book Discussion, *The Lost Apothecary*

**Item 5.1:** New Business

### **Background / Discussion**

The Friends & Foundation of the Clearview Library District has been sponsoring Clearview Reads with funding from the Kathy Murphy Speaker Series Endowment for over five years. This year's featured title is *The Lost Apothecary* by Sarah Penner. To show the Board's support for this annual event, Board President Balderrama suggested that the Library Board hold a working session of the Board to discuss the book and invite members of the Friends and Foundation Board, our Liaisons, and members of the public to join us in person or virtually on Monday night, April 22 at 5:30 at the Windsor Library. Adult Programming Assistant, Rebecca Robbins will be leading the book discussion.