

## **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 April 25, 2024, Regular Board Meeting (Action)
- Approve Minutes of the May 2, 2024, Special Meeting of the Board (Action)
- Approve Minutes of the May 16, 2024, Special Meeting of the Board (Action)
- Approve Minutes of the May 22, 2024, Special Meeting of the Board (Action)
- Director Search Update - Jeromey Balderrama, Board President
- Patron Privacy Policy - Jeromey Balderrama, Board President
- Meeting Room Policy - Jeromey Bladerrama, Board President

### New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Public Service Manager (Information)
- Annual Impact Report - Ann Kling, Library Director, Christine Henschler, Communications Specialist (Information)
- Lot Holding Company Development of Their Main St. Property - Jeromey Balderrama, Library Board President (Information)

### Executive Session

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

### Upcoming Agenda

### Adjourn

---

### Upcoming Meetings

- Board of Trustees Regular Meeting, June 27, 2024, 5:30 p.m. – 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 - April 2024**

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

#### **Highlights**

- A major Library District project, initiated by the [Facilities Plan](#), was completed in April; the Grand Opening/Ribbon Cutting of the Severance Library took place on Saturday, April 6, at 1 pm. Despite the cold and windy weather, over 700 people came out to see the new 10,000-square-foot library, which features four meeting rooms available for public use, a teen area, a children's area, and beautiful outdoor spaces, including a large front porch that can be used for programming or just relaxing. Library Board President Jeromey Balderrama, Severance Mayor Matt Fries, Weld RE4 School Board Member Jennifer Hansen, and Library Director Ann Kling, opened the event by addressing the crowds. The ribbon cutting followed. Library District Staff were on hand to greet patrons, serve refreshments, and answer questions. The new library is an asset to the Severance community.
- Candidate weekend was held on Friday and Saturday, April 19-20. The Board, staff, and patrons had the opportunity to interview and socialize with the three candidates interested in becoming the Clearview Library District's next director. The Board will select one of the three to be the next director of the Clearview Library District.
- The Friends and Foundation held the 10th Clearview Reads with author Sarah Penner at Windsor High School on April 27. Over 200 people attended. The Friends and Foundation have been providing the Kathy Murphy Author Series for ten years through the generous donation of the late Vince Murphy. Guest authors have included C.J. Box, Craig Johnson, W. Bruce Cameron, Laura Pritchett, Peter Heller, Sandra Dallas, William Kamkwamba, Anne Hillerman, James Campbell, and Nina Kunze.

#### **Opportunities**

- Having a second library in the District provides an opportunity to gain new library card holders. For the month of April, 153 new cards were issued in Severance, for a total of 550 cards.
- Programming attendance numbers for preschool children have been strong at the Severance Library, surpassing the number at the Windsor Library. For Severance, adult, children, and teen programming numbers have been on the low side. This provides us with an opportunity to market differently and to seek input from residents as to what type of programs would appeal to them.
- Better weather and the availability of outdoor spaces are providing the programming staff the opportunity to get the children, teens, and adults outdoors.

#### **Challenges**

- Access control, which will allow patrons to use two of the meeting rooms at the Severance Library after hours, has proven problematic. The door company and the access control company have yet to resolve the issues.

## Personnel

- Mines and Associates presented an in-person workshop on 'Change in the Workplace' at the All-Staff Meeting on Friday, April 5.
- Staff were devastated to hear of the passing of Heather Montgomery after a long struggle with a brain tumor. Heather was the Library District's Children's Services Supervisor and had been on leave since December 1, 2023. She worked for the Library District since 2007. A gathering of library friends and family was held in the quiet space on Wednesday night, May 1.
- Amanda Matl was hired as a Customer Service Specialist, Cristin Altepetter as a Children's Services Assistant, and Manuel Arevalo as a Courier Driver.

## Board of Trustees Meeting Highlights - April 2024

- A revised Meeting Room Policy was presented to the board and tabled until the May meeting.
- The Board received the first quarterly update on 'Forward Together,' the Library District's 2024-2025 Strategic Plan. The update can be found on the district's [website](#).
- The process of searching for a new library director was discussed.

---

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

### Highlights

- Obviously the grand opening of the Severance Library branch on Saturday, April 6, was a huge highlight for the entire community. We welcomed hundreds of residents into our beautiful new building and subsequently received overwhelmingly positive feedback. This event was staffed by all of the administration team, supervisors, and most of our library staff. As a member of the design committee, it was surreal to see our months of hard work turn into reality.
- We received this kind message from our contact at Skyview Elementary: "It's truly rewarding to see the positive impact of the bookmobile visit on the children. Thanks to this wonderful opportunity from the Clearview Library, they have had continuous access to books. Your efforts are making a real difference."
- Becca Sharp and Casey Lansinger-Pierce hosted the Weld RE-4 District Learning Coaches and Librarians during two separate meetings at the Severance Library in April. It was a wonderful opportunity to show off our new space and to give them information about our amazing programs and library services in Severance. We encouraged the group to tell their colleagues and students about the library programs and services they now have in their immediate community.
- Nancy Milliken and Courtney Harris attended Tozer Family Fitness Night in April and saw close to 500 people. Courtney said of the event, "It was so much fun to see library families and introduce new kids and their families to all we have to offer. I loved it!"
- Clearview Reads, hosted in late April, featured author Sarah Penner. She drew in an audience of just over 200 and gave an entertaining talk about her writing career and her

interest in history, poison, and London. To kick things off, Rebecca Robbins, Adult Services Assistant, moderated a book club for *The Lost Apothecary*. The book talk was hosted by the board, which gave board members an opportunity to experience a library book club. Our History by the Book Club program also featured this title during the month of April.

## Opportunities

- Severance children's programming, specifically early literacy programs, has far exceeded our expectations. In fact, we welcomed approximately 100 more attendees at early literacy programs in Severance during the month of April than we did in Windsor. It is clear that families with small children make up a big part of the Severance community.
- Our adult services team offered an eclipse education and viewing program on Monday, April 8, in Severance. Attendees of all ages enjoyed ending the program on the porch, armed with eclipse glasses and experiencing the eclipse together.
- The inaugural Teen Cookbook Club was held at the Severance Library on April 9. We had 10 teens register, with two on the waitlist. At the first session of this program, teens met to peruse their new cookbooks and make fruit nachos. At the second session, they made pineapple coconut pancakes.

## Challenges

- The absolute biggest challenge in April was the loss of our dear friend and colleague, Heather Montgomery. Heather worked for the Clearview Library District for many years and made a huge impact on those she worked with and those she served. We are hopeful we can continue to honor Heather's memory and legacy in our children's department through memorializing her in special ways.
- Adult programs are off to a bit of a slower start at the new library in Severance. We are still getting a feel for what the adults in Severance would be interested in attending. After the summer is over, we will reassess programs and determine what our program line-up should look like for the fall. Sometime in the future, we plan to offer a focus group to help gather useful feedback that will help us inform programming. We are also hopeful that our upcoming Summer Adventure Program will generate more program attendance and thus remind people about everything we offer year-round.

---

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

### Highlights

- The opening of the Severance Library to the community was a highlight not just for IT and Technical Services but also for the entire district. It was amazing watching children line up to take pictures with the newly designed children's self-check, the excitement over the brand new collection, and the magic of items being checked in while being returned.
- Over 20,000 items were added to the catalog and made available to our patrons in early April, coinciding with the opening of Severance Library. This was made possible through a tremendous effort by our Technical Services Department. On April 5, the collection was made available to our patrons, and on April 8, the items were made available for holds.

- IT Assistant Jesse Feavel purchased subscriptions to Apple TV, HBO Max, Netflix, Disney+, and many other streaming services to add to our four Roku stick Explore Kits. This addition to the Explore Kit collection will allow patrons to test out and binge-watch different streaming services. The Friends and Foundation of Clearview Library District made this service possible. We are excited to offer these updated kits!
- IT deployed a new mobile printing service to make things much easier to print from home, laptops, or mobile devices. We have already received comments on how much better this system is compared to our old mobile printing service.

## Opportunities

- Our game cube video game checkout equipment has been a problematic system, causing 20% of IT helpdesk tickets. In April, we decided to remove one of the game cubes and test-checking video games just like we check out all other items at the library.
- We began working with a new vendor, Shoutbomb, to send our text and phone call notifications. This system allows patrons to interact with it to list items checked out, renew items, and list holds.

## Challenges

- We continue to work on the access control for the doors to allow for after-hours meeting room reservations. We have discovered that we have issues with both the programming of the access control software and the motherboard and sensors of the doors. Fransen-Pittman has brought out the contractors several times with no resolution in sight.
- We have been having issues with our main phone line menu system. It is not directing calls correctly and calls have not been going to voicemail. We have been working with Vonage support and escalated the issues several times. We are hopeful to have this resolved as soon as possible.

---

## **Customer Services Update** - Customer Service Manager Amanda Brian

### Highlights

- What is sure to be a highlight for every department for April is the grand opening of Severance Library on April 6, 2024! The Customer Service Department at Severance has demonstrated excellent teamwork and is providing great customer service to the Severance community. Special kudos to their supervisor Rob Wygal who has been navigating all the quirks and challenges of opening a new building.
- Supervisors Rob Wygal and Kailin Kelley were able to be part of the tour crew for the three potential candidates for the Library Director position. I appreciate the insight that they were both able to give the candidates about the features of our Severance and Windsor branches.
- We were fortunate to have Becca Sharp from the Children's Department attend our April Customer Service meetings at both Windsor and Severance. Her presentation on how to do Reader's Advisory for children gave us excellent resources that we will be able to use on a daily basis.

### Opportunities

- Becca's fantastic presentation has led us to pursue other opportunities for staff from other departments to share their knowledge with our department during our monthly meetings. The shared expertise will be excellent for our department as we are the first people our patrons often interact with when they come to the library.
- At the Windsor branch, we have been looking at ways to rearrange some of our shelving units so that we can create more table and sitting space for patrons. We have found that one of the ways our library is used most often is as a community gathering place, so having more space for that will be beneficial. We are in the early stages of making these changes.

### Challenges

- Despite having programs that are often at full capacity, we aren't seeing that translate into a lot of circulation of materials at the Severance library. While circulation numbers are low, we are hopeful that the Summer Adventure Program will do a lot to encourage people to check out materials.
  - We have heard quite a bit of feedback from Severance patrons that the hours are confusing. Having some days where we open at 9:30 a.m. and some days where we don't open until 11:00 a.m. has been frustrating for some. The majority of the feedback we have received is that it would be nice if we were open at 9:30 a.m. every day.
  - The doors not functioning properly at Severance has been a challenge as it's keeping us from being able to implement the after hours meeting room reservations, which is something that the community is eagerly awaiting. I suppose it's not too surprising that all three of this month's challenges have to do with the new building. However, the overall sentiment has been how wonderful it is to have a library in town!
-

## April 2024 Usage Stats

### Key Takeaways:

- Patrons served: The Severance library made up 28.5% of the total patron count for April. The Bookmobile had more visitors than usual, due to more stops and higher attendance at school visits.
- While lower than the previous month due to less Pebblego usage, database usage remained high.
- With the addition of a new branch, stats like program attendance and physical circulation increased.
- New card sign-ups at Severance contributed to the higher count of new cards, though there were a lot of sign-ups at Windsor as well. The active cardholder count was affected by a system upgrade, so the count is an average of the past three months.

### About the Dashboards:


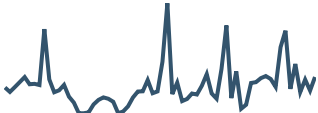


- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2019, with the end of the line being the most recent month.

### About the Metrics:

- Patrons Served: This metric counts the number of people who physically visit the library in four possible ways: entering the Windsor Library or Severance Library buildings, 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.
- Meeting Rooms: This is the number of hours that patron-bookable meeting rooms were reserved in comparison to the total number of hours those meeting rooms were available, represented as a percentage.
- 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 Apr 2024	% Change from Mar 2024	% Change from Apr 2023	Sparklines (data since Jan 2019)
Windsor Library 10,715	-0.95%	183.09%	
Severance Library 4,869	N/A	N/A	N/A
Bookmobile 1,170	60.05%	16.53%	
Outreach 302	-84.92%	-70.65%	
Total Patrons 17,056	25.87%	193.16%	


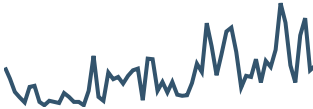
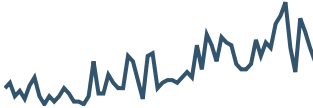




Select a date to see that month's data. Cumulative data is shown until a date is selected.

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

Circulation			
Counts for Apr 2024	% Change from Mar 2024	% Change from Apr 2023	Sparklines (data since Jan 2019)
Physical Circs 32,142	14.55%	9.95%	
Digital Circs 11,961	-0.54%	22.04%	
Database Usage 8,512	-14.01%	157.71%	

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



Programs			
Counts for Apr 2024	% Change from Mar 2024	% Change from Apr 2023	Sparklines (data since Jan 2019)
Program Attendees 4,152	43.92%	30.90%	N/A
Total Programs 161	45.05%	23.85%	
Waitlisted People 71	12.70%	-14.46%	
Waitlisted Programs 16	-23.81%	-33.33%	
Cardholders			
Active Cardholders 5,349	2.96%	8.65%	
New Cardholders 550	138.10%	192.55%	
Meeting Rooms, Percentage of Time Booked			
Windsor Mtg Rooms 50.34%	19.83%	N/A	
Severance Mtg Rooms 21.66%	N/A	N/A	N/A
Website Stats			
Pageviews 36,535	29.51%	61.58%	

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

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

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



## **April 2024 Treasurer's Report**

The financials include a Statement of Revenue and Expenditures and Balance Sheet. 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.

The average monthly yield for March in Colotrust is 5.4281%

Operating Revenue is at 81% of budget and on target to meet budget amounts.

Operating Expenses are at 27% of the operating budget.

- With 33% of the year elapsed through April, General operating expenditures are at 50% of the budget. This is due to Severance Grand Opening, Director Search expenses, additional insurance coverage, treasurer fees that correlate with the timing of the property tax received.
- All other expenditures are projected to be within budgeted amounts.
- The lease payments on the Severance Branch certificates of participation occur in June and December.

### **Other Sources and Uses**

- The District realized revenue of \$142k for a grant on the Severance construction. There is approximately \$120k remaining that was submitted to DOLA and will be realized in May or June.
- The construction costs for the Severance Branch are at \$2.25 million to date and are exceeding budget by 148%. 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 \$1.3m increase in fund balance, with 81% of our revenue earned to date, this number will decrease as we pay operating expenses through the remainder of the year.

The balance sheet is presented in a government format that shows current assets, current liabilities and fund balance. Fund balance is the available resources of the organization as of the end of the month. Fund balance is shown in three categories - restricted, committed, and unrestricted or unassigned.

Clearview Library District  
April 2024 Financials

	Apr 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$5,337,606	\$6,962,791	\$8,233,544	85%
Specific Ownership Tax	\$23,562	\$95,804	\$245,000	39%
Other Income	\$68,675	\$179,630	\$424,586	42%
Total Operating Revenue	\$5,429,842	\$7,238,225	\$8,903,130	81%
<u>Expenditures</u>				
Salaries and Wages	\$219,840	\$802,464	\$2,899,805	28%
Benefits	\$64,011	\$235,428	\$1,021,325	23%
Operating	\$153,483	\$343,209	\$690,505	50%
Materials	\$25,828	\$138,636	\$509,500	27%
IT	\$7,647	\$40,674	\$253,200	16%
Programming	\$4,965	\$20,524	\$87,500	23%
Public Relations	\$5,951	\$32,568	\$124,643	26%
Vehicles	\$346	\$1,795	\$26,000	7%
Capital Existing	\$0	\$37,689	\$250,000	15%
Lease Payment - Branch	\$0	\$0	\$356,606	0%
Total Operating Expense	\$482,069	\$1,652,987	\$6,219,084	27%
Operating Revenue Over (Under) Expenditures	\$4,947,773	\$5,585,238	\$2,684,046	208%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$142,457	\$173,440	82%
Capital - Expansion	(\$328,883)	(\$2,252,755)	(\$1,523,660)	148%
Total Other Financing Sources (Uses)	(\$328,883)	(\$2,110,298)	(\$1,350,220)	0%
Net Increase (Decrease) to Fund Balance	\$4,618,889	\$3,474,940	\$1,333,826	208%

## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of April 30, 2024

## ASSETS

## Current Assets

Total Checking/Savings	13,157,895.99
------------------------	---------------

## Other Current Assets

1165 · Other receivables	590.00
--------------------------	--------

1170 · Prepaid Expenses	19,572.71
-------------------------	-----------

Total Other Current Assets	20,162.71
----------------------------	-----------

Total Current Assets	13,178,058.70
----------------------	---------------

TOTAL ASSETS	13,178,058.70
--------------	---------------

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · *Accounts Payable	382,780.40
--------------------------	------------

Total Accounts Payable	382,780.40
------------------------	------------

## Other Current Liabilities

2115 · Pera Life Insurance	352.83
----------------------------	--------

Total Other Current Liabilities	352.83
---------------------------------	--------

Total Current Liabilities	383,133.23
---------------------------	------------

Total Liabilities	383,133.23
-------------------	------------

## Equity

## 2860 · Non-Spendable

2860.01 · Prepaid Items	19,573.00
-------------------------	-----------

Total 2860 · Non-Spendable	19,573.00
----------------------------	-----------

## 2861 · Restricted

2861.01 · TABOR Requirement	135,000.00
-----------------------------	------------

Total 2861 · Restricted	135,000.00
-------------------------	------------

## 2862 · Committed

2862.01 · Operating Reserve	2,115,204.00
-----------------------------	--------------

2862.02 · Capital Reserve	1,149,236.00
---------------------------	--------------

2862.03 · Long-Term Building	2,641,547.00
------------------------------	--------------

Total 2862 · Committed	5,905,987.00
------------------------	--------------

2863 · Unrestricted, Unassigned	3,259,425.44
---------------------------------	--------------

Net Income	3,474,940.03
------------	--------------

Total Equity	12,794,925.47
--------------	---------------

TOTAL LIABILITIES & EQUITY	13,178,058.70
----------------------------	---------------

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Jeromey Balderrama called the meeting to order at 5:32 p.m.

### **Roll Call**

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Severance Liaison Craig Joseph, Town of Windsor Liaison Julie Cline (joined online), City of Greeley Liaison Dale Hall (joined online), and Attorney William Garcia

Absent: Treasurer Lisa Gagliardi, Weld RE-4 School District Liaison Jennifer Hansen

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, 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.

President Balderrama asked for a moment of silence in honor of Clearview Library District's Children's Services Supervisor, Heather Montgomery, who had recently passed.

### **Review of Agenda**

Director Kling announced that there is no staff to introduce at this meeting.

Motion made by Cole Gerstner, second by Ron Dunworth, to approve the revision; motion passed unanimously.

### **Public Input**

No public comment was given..

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

- Communication and Monthly Statistics
  - Director Kling read out loud a card that she received from Tami Rosenthal. Tami expressed her thanks for a tour of the Severance Library and gave a \$1,000.00 donation to the library district in memory of her mother. Jeromey asked Rochelle to send a thank you note.

- Director Kling referenced the Director's Report, and she and staff answered questions. The board expressed appreciation for the new stat sheet and thanked the staff who worked on it.

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

Kendra thanked the Town of Severance for their support during the Severance Library Grand Opening. Liaisons gave additional highlights from their communities.

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

President Balderrama asked the board to review the Treasurer's Report in lieu of Lisa giving a report. Ron asked about the report concerning liabilities, to which Erin replied that the part of the report is not correct just yet. Lisa and Erin are still working on that portion.

Motion by Ron Dunworth, second by Rochelle Brotsky, to accept the Treasurer's Report with the stated comments for March 2024; motion passed unanimously.

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

Rochelle reported that the F&F is getting ready for the Clearview Reads event this Saturday. She said the F&F are working really hard on this event and a lot of preparation has gone into it. The F&F are brainstorming ideas of how to fundraise this summer. Rochelle reported that the F&F Director Cayti applied for a grant via Otter Box Cares for a rock wall. Rochelle said the F&F are working on rebranding. They will also have a plaque on the wall by the accent table at Severance Library, and having an area in the Severance Library vestibule. Rochelle reported that the F&F were at the Interview Sessions on Saturday. Jeromey said that the Book Talk with the Board was a successful event.

### **Old Business**

- Approve Minutes of the March 28, 2024, Regular Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Kendra Adams, to approve minutes of the March 28, 2024; Regular Board Meeting; motion passed unanimously.
- Director Search Update – Jeromey Balderrama, Board President
  - Jeromey delivered a short synopsis of the Finalists for the Library Director weekend. He reported on the events from Friday, 4/19 and Saturday, 4/20.
  - Jeromey expressed thanks to the staff, the community, and the board for their time and support throughout the weekend events.
  - Jeromey reported that the survey results are ready, the office hours were attended, and the board welcomed feedback.

- Jeromey talked about the staff engagement and feedback they shared. Ron spoke about having talked with staff and shared his summary of what he heard. The board held discussion about the process of hiring a new library director.
- Jeromey announced that a Special Library Board meeting is scheduled for Wednesday, May 1 at Windsor Library in Pikes Peak at 6:00 p.m.
- Patron Privacy Policy - Jeromey Balderrama, Library Board President
  - Jeromey reported on feedback and questions from board members in regards to this policy. He addressed questions that were received prior to the meeting and spoke to them at the meeting. The Board held discussion to share their thoughts.
  - Motion by Cole Gerstner, second by Kendra Adams, to table the Patron Privacy Policy to the May Regular Board Meeting; motion passed unanimously.
- Building Update – Ann Kling, Library Director
  - Director Kling reported that Severance Library is close to having the front entrance doors at full operation which will enable having after-hour meeting room use. Beth spoke to the work involved thus far with the doors and software.
  - Director Kling reported on the new windows (on the 1<sup>st</sup> floor) and a new front door installed at the Administrative Services Building.
  - Director Kling said the Summer Adventure Program kick-off event will be held at the Severance Library, which should draw many from the Severance community.
  - Kendra asked about getting library street signs in Severance. Jeromey said he will follow up with the Town of Severance.
  - Ann announced that the book return that was at Severance Town Hall has been relocated to the Safeway on Main Street in Windsor. There will be a marketing announcement of it when it's been updated with the library district's new brand.

### **New Business**

- Meeting Room Policy - Jeromey Balderrama, Board President
  - Jeromey shared the meeting room policy with the board and said that the policy has been rewritten. He spoke about the policy and the changes made to it.
  - Kendra asked to have a second reading of the Meeting Room Policy. The board agreed to table the policy to the May regular board meeting.
- Request for Credit Card for Facilities and Fleet Supervisor - Ann Kling, Library Director
  - Director Kling explained the need and use for a credit card for this position.
  - Motion by Cole Gerstner, second by Kendra Adams, to approve issuing a Clearview Library District credit card to the Facilities and Fleet Supervisor; motion passed unanimously.
- Quarterly Update, Strategic Plan - Ann Kling, Library Director



- Director Kling referenced the quarterly update as presented in the board packet. Director Kling thanked Christine for her work on it and said the report will be on the district's website.

### **Executive Session 1**

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 contract negotiations with the future library director.

### **Executive Session 2**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contract compliance.

Motion by Cole Gerstner, second by Ron Dunworth, to go into 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 contract negotiations with the future library director and to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contract compliance based on the resuscitation by Attorney Garcia; motion passed unanimously at 7:20 p.m.

President Balderrama announced a 5-minute recess, and then the Executive Session would begin.

President Jeromey Balderrama called the regular board meeting back to order at 9:16 p.m. Present: Jeromey Balderrama, Cole Gerstner, Rochelle Brotsky, Ron Dunworth, Kendra Adams, Attorney Garcia, Director Kling, Beth Gallinger, and Natalie Wagner.

### **Upcoming Agenda**

Annual Report

Second Reading of the Meeting Room Policy

Patron Privacy Policy

Director Search Update

### **Adjourn**

Motion by Ron Dunworth, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 9:18 p.m.

---

## Upcoming Meetings

- Board of Trustees Regular Meeting, May 30, 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.*

DRAFT

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Jeromey Balderrama called the special meeting to order at 6:01 p.m.

### **Roll Call**

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, and Attorney William Garcia (joined online), and Julie Trent of Coan, Payton & Payne, LLC (joined online)

Absent: Trustee Kendra Adams

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

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

### **Review of Agenda**

No changes at this time.

### **Public Input**

No public comment at this time.

### **Executive Session**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contact compliance.

Motion by Rochelle Brotsky, second by Ron Dunworth, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contact compliance; motion passed unanimously at 6:04 p.m. The board went directly into executive session.

President Balderrama called the special meeting to order at 7:13 p.m. Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Kendra Adams, Attorney Garcia

(joined online), Director Ann Kling, Public Services Manager Casey Lansinger-Pierce (joined online), 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.

## **New Business**

- Library Director Search Follow-Up Discussion - Jeromey Balderrama, Board President
  - Jeromey announced that candidate Alexandria Eccles withdrew her candidacy today, Wednesday, May 1.
  - Jeromey asked the board to give feedback on the remaining candidates, Erin Magner and Len Bryan.
  - Motion by Cole Gerstner, second by Rochelle Brotsky, to enter into negotiations with Erin Magner; motion passed unanimously.
  - A roll call vote was taken: Adams, Balderrama, Brotsky, Gagliardi, Gerstner, Dunworth. All five were yes votes. The motion carries.

## **Adjourn**

Motion by Cole Gerstner, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The special session adjourned at 7:19 p.m.

---

## **Upcoming Meetings**

- Board of Trustees Regular Meeting, May 30, 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.*

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Jeromey Balderrama called the special 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, Attorney William Garcia (joined online)

Absent: Secretary Rochelle Brotsky

Staff: Library Director Ann Kling, IT & Technical Services Manager Beth Gallinger, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

### **Review of Agenda**

No changes at this time.

### **Public Input**

No public comment at this time.

### **Executive Session**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) 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 contract negotiations with the future library director.

Motion by Kendra Adams, second by Ron Dunworth, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) 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 contract negotiations with the future library director; motion passed unanimously at 5:33 p.m. The board went directly into executive session.

The Board exited the executive session at 7:59 p.m.

President Balderrama called the special meeting to order at 8:02 p.m. Present: Jeromey Balderrama, Lisa Gagliardi, Ron Dunworth, and Kendra Adams, Director Ann Kling, IT & Tech Services Manager Beth Gallinger, and Financial/HR Specialist Erin Mitchell. Cole Gerstner left the meeting.

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

Motion by Kendra Adams, second by Lisa Gagliardi, to move the May Regular Board meeting from Thursday, May 30, 2024 to Friday, May 31, 2024; motion passed unanimously.

### **Adjourn**

Motion by Kendra Adams, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The special meeting adjourned at 8:03 p.m.

---

### **Upcoming Meetings**

- Board of Trustees Regular Meeting, May 31, 2024, 5:30 p.m. – Severance Library and Zoom

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities.*

*Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*

## **Draft Minutes (Unapproved)**

### **Call to Order**

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

### **Roll Call**

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Julie Trent of Coan, Payton & Payne, LLC (joined online and left the meeting at 5:50 p.m.), and Attorney William Garcia (joined online at 5:50 p.m.)

### **Absent:**

**Staff:** Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Technical Services Manager Beth Gallinger, Communications Specialist Christine Henschler (joined the meeting at 5:36 p.m.), Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell

### **Review of Agenda**

No changes at this time.

### **Public Input**

No public comment at this time.

### **New Business**

- Library Director Search Discussion - Jeromey Balderrama, Board President
  - Jeromey announced that Erin Manger had withdrawn her candidacy on Saturday, May 18, 2024. Jeromey read aloud a message from Erin Manger.
  - Jeromey presented options to the board for moving forward and next steps. Jeromey asked Director Kling about her retirement date. Director Kling said that she is willing to remain Director through July 31, 2024. Director Kling also said that she would be willing to consult if needed.
  - Jeromey opened discussion for a potential Interim Director position. This position would fill the Director's role until a new Director is hired to replace Director King upon her retirement. The board held discussion about an Interim Director.
  - Motion by Kendra Adams, second by Rochelle Brotsky, to move forward and create an Interim Director position to be posted internally with the starting salary of \$121,000 (salary relative to their experience), applicants provide cover letter and resume. The

- internal posting to be Thursday, May 23, 2024, through May 30, 2024; motion passed unanimously.
- Board continued conversation in regards to the process of hiring a director, evaluating recent experience, and how to move forward with the next Director search.

### **Executive Session**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contract compliance.

Motion by Cole Gerstner, second by Ron Dunworth, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(b) for the purpose of conferences with an attorney for the purposes of receiving legal advice on specific legal questions related to vendor contract compliance; motion passed unanimously at 7:00 p.m. The board held a 5-minute recess and then went directly into executive session.

The Board exited the executive session at 7:53 p.m.

President Balderrama called the special meeting to order at 7:55 p.m. Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Ron Dunworth, Kendra Adams, Attorney Garcia (joined online), Director Ann Kling, IT & Technical Services Manager Beth Gallinger, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell. Rochelle Brotsky left the meeting.

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

Ron proposed changing up the Ad hoc Hiring Committee from Jeromey Balderrama and Rochelle Brotsky to Kendra Adams and Cole Gerstner. Jeromey said that he would like to remain on the Hiring Committee, sharing that he has experience from the previous director search and hiring process. The board held a conversation about the Hiring Committee and whether to change up the committee members or not. As President, Jeromey Balderrama has authority over Ad Hoc committees. In the end, Jeromey appointed Kendra Adams and Cole Gerstner as the Hiring Committee.

### **Adjourn**

Motion by Ron Dunworth, second by Cole Gerstner, to adjourn; motion passed unanimously. The special meeting adjourned at 8:22 p.m.



## **Upcoming Meetings**

- Board of Trustees Regular Meeting, May 31, 2024, 5:30 p.m. – Severance Library and Zoom

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities.*

*Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*

DRAFT

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Ann Kling, Library Director  
**Date:** May 31, 2024  
**Re:** Privacy of User Records Policy  
**Item 4.5:** Old Business

### **Background / Discussion**

The revised Privacy of User Records Policy was first brought to the Library Board for adoption at the February 29, 2024 meeting of the Library Board. At that time a second reading was requested. The policy was then brought to the board at the March 28, 2024 meeting for a second reading and again at the April 25, 2024 meeting of the board. There are no further changes.

### **Recommendation(s)**

The Management Staff and the Policy Committee recommend adoption of the revised Privacy of User Records Policy.

### **Attachment**

Draft of the Privacy of User Records Policy

# Clearview Library District

## PRIVACY OF USER RECORDS

Clearview Library District (CLD) patrons have the legal right to privacy in their use of the Library as provided for in Colorado Library Law (CRS 24-90-119). This Law protects the fundamental freedom of privacy and confidentiality of a patron's Library record. The CLD will not disclose information about a cardholder's record or use of the Library to anyone other than the cardholder (or a custodial parent or legal guardian for minors) without written permission from the cardholder except by subpoena, court order, or where otherwise required by law. A custodial parent or legal guardian who has access to a minor's library card or its authorization number, can access the library records of a minor by electronic means. A minor is defined as anyone under the age of 18. Library records may be disclosed when necessary for the reasonable operation of the library.

Records that may be required for controlling the use of Library materials, either on or off the Library premises, are for the sole purpose of protecting Library property. These records are not to be used directly or indirectly to identify the kinds of materials used by individual Library patrons, except when the Library can use such information to assist a patron in finding what the patron wants. It is the policy of the CLD never to provide any information about its patrons or their use of the Library to any government agency, whether local, state, or federal, without an order from a court of competent jurisdiction. Subpoenas received by the CLD shall be facilitated by the Library Director after consultation with the Library's Legal Counsel before providing any confidential information. Search warrants received by the CLD shall be facilitated by the Library Director in compliance with local, state, and federal laws.

The Library occasionally conducts informational campaigns to inform the community of CLD services. The Library, at those times, will use patrons' email or postal addresses for the Library's internal mailing list. The Library will not sell, lease, or otherwise distribute or disclose patron personal information to any outside parties.

The Library reserves the right to use photographs or video taken at the library for publicity purposes. If a library patron does not wish themselves or their child to be photographed, the patron must notify the Library staff to that effect. No names will be used in conjunction with photos/videos without express written consent.

# Clearview Library District

## **C.R.S. 24-90-119 Privacy of user records.**

(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

- (a) When necessary for the reasonable operation of the library;
- (b) Upon written consent of the user;
- (c) Pursuant to subpoena, upon court order, or where otherwise required by law;
- (d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means the library records of the minor.

(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

## **Online Privacy**

The Clearview Library District is committed to protecting user privacy online. The CLD believes that greater protection of personal privacy on the Web will not only protect users but also increase user confidence and, ultimately, their participation in online activities. On CLD websites (including ClearviewLibrary.org), the CLD intends to give you as much control over your personal information as possible. CLD policy aims to inform you about the types of information gathered when visiting CLD sites, how your information is used, whether the CLD discloses it to anyone, and the choices you have regarding the CLD's use of and your ability to correct the information.

## **Privacy Policy for ClearviewLibrary.org**

If you send the CLD an electronic mail message with a question or comment that contains personally identifying information or you submit a form that contains this information, the CLD will only use the personally identifiable information to respond to your request and analyze trends.

The CLD collects some information that is used for analysis and statistical purposes that help us manage the Clearview Library District site(s).

# Clearview Library District

## 1) Information collected for statistical purposes

The CLD automatically collects electronically generated information about your visit to CLD sites that include the date, type of browser used, and technical Internet protocol data. The CLD collects this information about each user session from web server logs, and refers to it for statistical purposes.

## 2) Information provided when using interactive forms and functions

This information may include attributes including name, address, telephone number, and other personal data.

## 3) Opting-out

At any time while accessing CLD site(s), any user while online may “opt-out” of further CLD correspondence, while still allowing access to CLD sites. For further information about opting out, contact the CLD customer service department.

## 4) Control of personal information

At any time, while accessing CLD site(s), any user while online may decline participation in any activity that asks for information (e.g. a survey or e-mail). Your choice not to participate will in no way affect your ability to use any other feature on CLD site(s). In online applications that ask for personal information, you are also allowed to cancel and terminate the application. You also are provided an automatic way to “unsubscribe” to any newsletters, notices, schedules, etc., sent to you automatically by email.

## 5) Disclosure to third parties

As a governmental agency, the CLD is governed by open records laws. Any information received through the use of CLD sites is subject to the same provisions as information provided on paper. As such, the CLD does not share personal identifying information with any third party without your permission. CLD data is only disclosed in aggregate form for statistical analyses and demographics of users to third parties. In some instances, the CLD may operate shared websites with other organizations. The CLD privacy policy will apply to these websites. Those organizations are required to also adhere to CLD privacy policy and will not share personal information with any third party without your permission.

This information is not reported or used in any manner that would reveal personally identifiable information. It will not be released to any outside parties unless the CLD is legally required to do so in connection with law enforcement investigations or other legal proceedings.

## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** May 31, 2024

**Re:** Meeting Room Policy

**Item 4.6:** Old Business

### **Background / Discussion**

The revised Meeting Room Policy was brought to the Board for adoption at the April 25 meeting of the Library Board. A second reading was requested by Trustee Adams. A minor change was made to the policy concerning the ID required to book a meeting room after normal library hours. There were no other changes.

### **Recommendation(s)**

The Management Team and the Policy Committee recommend adoption of the revised Meeting Room Policy.

### **Attachments**

Draft Meeting Room Policy.

# Clearview Library District

## Meeting Room Policy

Clearview Library District supports the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the library provides meeting space free of charge for local public use regardless of beliefs or affiliations.

1. Use of Clearview Library District meeting rooms does not imply endorsement by the library district, staff, or trustees.
2. Library District activities take precedence over all other meeting room activities. The Library District maintains the right to change or cancel reservations as needed in order to support library district operations.
3. Meeting rooms may be available during normal business hours at each location; however, meeting rooms must be vacated 5 minutes prior to closing except for use outside of library hours, as detailed below.
4. Room reservations are granted on a first-come, first-served basis and may be made online on the library district's website or in person at each library.
5. Reservations may be made 45 days in advance.
6. Meeting rooms may be restricted to 4 reservations per month, per booking group. To accommodate community demand, reservations exceeding the monthly limit are subject to cancellation.
7. Users must comply with the Library District's procedures posted in the room and on [Reserve A Room](#) on the Clearview website. Failure to comply with procedures may result in the immediate cancellation of the reservation and restrictions from making future reservations.
8. Birthday parties, showers, receptions, dances, etc. are not permitted in meeting rooms.
9. Light snacks and covered drinks are allowed in meeting rooms. Alcoholic beverages and tobacco products are not permitted anywhere in the library.
10. The person reserving the room is responsible for leaving it in the same state of cleanliness and configuration as it was upon arrival. Failure to do so may incur a cleaning and maintenance fee to the person reserving the room.
11. Users agree to abide by all Clearview Library District policies relating to the use of the facilities, including the [Conduct In the Library policy](#), and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
12. Publicity for events held in library meeting rooms shall not imply endorsement or sponsorship by the Clearview Library District.
13. Clearview Library District reserves the right to require liability insurance for events held in the libraries.
14. All groups agree to compensate, indemnify, and hold harmless Clearview Library District for any damages to property or injury to persons caused by, or resulting from, the use of the meeting room(s).

# Clearview Library District

Failure to comply with the above policy may result in the cancellation of room reservations and restrictions from making future reservations.

## **Outside Library hours meeting room use**

Before-hours and after-hours reservations for meeting rooms are available at the Severance Library only.

1. Reservations can be made online or in person by persons aged 18 and older. Online reservations require a valid Clearview Library District library card and state-issued photo identification.
2. The library and library staff will be unavailable before and after closing.
3. Access to the restrooms and water fountains is in the front lobby.
4. Prior to booking a room for the first time, an appointment must be made with the Clearview Library District staff to review procedures for accessing and using library equipment. Any subsequent changes in equipment use needs will require an additional staff training session.
5. All meetings must begin no earlier than 7am and end by 10pm. The building will be secured by 10:15 pm and an alarm will sound after that time if the doors are opened.

*Revised and adopted May 2024*



## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Library Director

**From:** Casey Lansinger-Pierce, Public Services Manager

**Date:** May 31, 2024

**Re:** Summer Adventure Program

**Item 5.1:** New Business

### **Background / Discussion**

The Summer Adventure Program is a staple of most public libraries. Clearview Library District has provided a Summer Adventure Program (formerly known as the Summer Reading Program) for many decades. The Staff plans engaging programs for children of all ages, teens, and adults.

### **Relationship to Mission and Vision**

The Summer Adventure Program promotes lifelong learning and cultivating curiosity. It provides students in the Weld RE-4 School District and Charter Schools a chance to keep the skills they learned throughout the year, preventing summer slide.

## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Library Director

**From:** Ann Kling, Library Director, Christine Henschler, Communications Specialist

**Date:** May 31, 2024

**Re:** Annual Impact Report

**Item 5.2:** New Business

### **Background / Discussion**

The Impact Report, formerly known as the Annual Report, is a summary of the many ways the Library District has served the community in the previous year.

### **Relationship to Strategic Plan**

Communication with stakeholders.

The Report will be presented to the Board at the meeting.

## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Library Director

**From:** Jeromey Balderrama, Library Board President

**Date:** May 31, 2024

**Re:** Lot Holding Co. Main St. Property

**Item 5.3:** New Business

### **Background / Discussion**

The Library District owns 5.76 acres of land on the corner of Main St. and Hollister Lake Rd in Windsor. This property is a small section of a much larger property owned by Lot Holding Co. who is planning to begin development of the property. The Library District has been approached by Lot Holding Co. to gauge interest in a cost share for the development of water and sewer lines and road improvements for the District's portion of the property.