

AGENDA

Call to Order

Roll Call

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

Director's Report - Ann Kling, Library Director

- Communication
- Monthly Statistics

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - Lisa Gagliardi, Treasurer

Friends & Foundation Report - Rochelle Brotsky, Trustee

Old Business

- Approve Minutes of the May 31, 2024, Regular Board Meeting (Action)
- Director Search Update - Trustees Cole Gerstner and Kendra Adams (Information)

New Business

- Annual Review of the Library Board By-laws - William Garcia, Library Attorney (Information)
- Collection Development and Reconsideration of Library Materials Policies - Jeromey Balderrama, Board President (Action)
- Approve 2025 Holiday Closure Schedule - Ann Kling, Library Director (Action)
- Annual Impact Report - Director, Ann Kling, Communications Specialist, Christine Henschler

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the Purpose of Discussing Personnel Matters, Interviews with internal Interim Director Candidates.

New Business

- Appointment of Interim Library Director - Trustees Kendra Adams and Cole Gerstner (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, July 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 - May 2024

Districtwide Update - Library Director Ann Kling

Highlights

- Some of the district staff were able to catch their breath in May after the hectic months preceding the opening of the Severance Library. Other staff were very busy putting the finishing touches on the Summer Adventure Program, which kicks off on Monday, June 3.
- The Library District received the final installment payment from the \$500,000 DOLA grant.
- All new picnic tables and a new bench have been installed at the Windsor Library. The staff picnic table was funded through memorial donations for Sarah Nesbitt, a former IT/Technical Services employee who passed away earlier this year.

Opportunities

- The Director Search Committee, Trustees Cole Gerstner and Kendra Adams, have been working with Consultant June Garcia to revise the recruitment brochure. The anticipated release date is June 7.
- TBK Bank in Severance has expressed an interest in helping to fund Summer Adventure programs at the Severance Library. Public Services Manager, Casey Landsinger-Pierce and Director Kling are working on a list of programs and funding levels to share with the bank.
- Feedback on the Severance library has been positive. Requests have been received for large print books, more hours, a chess club, magazines and newspapers. The staff are working on the large print books request and newspapers. Additional hours will be reviewed after the library has been open for six months or more to see where hours adjustments can be made.

Challenges

- The issues with the access control for the doors at the Severance Library have not been resolved. We are still unable to offer after-hours meeting room bookings. Fransen Pittman staff have been working with the door installer to resolve the issues.
- The bats that had taken up residence in the Windsor Library during the summer of 2023 left behind an unwelcome surprise. Late in the month, the Windsor Library found several bugs determined to be bat bugs. An exterminator has been called, and the building will be treated in early June. Bat bugs' preferred host is bats, and the bugs pose no threats to the public or staff.

Personnel

- Library Instructional Technologist, Diane Cabrera announced her retirement effective June 14.
- No All-Staff meeting was held in May.

Board of Trustees Meeting Highlights - May 2024

- The Board approved the Meeting Room Policy and the Patron Privacy Policy.
 - Public Services Manager, Casey Lansinger-Pierce gave a presentation on the Annual Summer Adventure Program.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- As we always do towards the end of the school year, our team facilitated several classroom visits from various elementary schools within the Weld RE-4 School District during the month of May. These visits give us an opportunity to get kids excited about the Summer Adventure Program, conduct storytime, and give a library tour. Tours took place at both library locations.
- Our annual Bookmobile Day event occurred on May 11 and took place at the Severance Library. During the course of two hours, we saw approximately 131 attendees. Holding this event at the new library gave us an opportunity to spread the word about library services and programs, as well as get patrons excited about our upcoming Summer Adventure Program and kick-off event.
- Battle of the Books culminated in final battles held at Windsor Library over the course of the first two weekends in May. A huge thank you is in order for Trisha Parsons, Julie Santilli, and Diana Hyland who spent countless hours preparing for and facilitating all of the in-school battles, as well as the final battles held at the library. We were pleased to see that the winners this year were both from Mountain View Elementary, a school that previously did not participate in Battle of the Books before this year!
- Cristin Altepeter officially joined our team in May as our newest Children's Services Assistant. Cristin has a background in education and has been a perfect fit for our team. Cristin will lead Lego Club, Messy Monsters, and ABC Daycare visits.

Opportunities

- Several staff members attended the CAL Maker Workshop at LINC Library in Greeley in May. Staff came back with makerspace ideas; these ideas can be incorporated into programs or as passive activities, since we lack a formal makerspace area.
- Jennifer Bradley recently worked with a representative to expand our New York Times digital access to include games, cooking, and the sports section.

Challenges

- Our PAWS (reading program with therapy dogs) sign-ups have declined as of late. The coordination of this program has recently changed hands from Nancy Milliken to Diana Hyland; Diana has plenty of ideas to ramp up promotion and has even recruited two new volunteers. We hope to see numbers go up soon.
-

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

Highlights

- We fully launched Shoutbomb, our new text and phone notification system. The system allows us to notify patrons who have items on hold, items that are due/overdue, or items that are automatically renewed via text or phone call to the patron. The system allows for interaction where patrons can ask for additional information on their library items on their account. This increased functionality comes at a lower cost to the district than the system that was replaced.
- Volunteers from the Clearview Library District Friends and Foundation have been extremely helpful for scanning and sorting items for book recycling. This has been very helpful to our technical services team, and we very much appreciate their efforts!
- After focusing on Severance for the last few months, we are now working on a hardware refresh for the Windsor Library. New laptops to replace those that are four years old or older and new self-checks have been ordered. We are really glad to have a replacement plan in place that allows for this. Later this year, we will be implementing the same RFID book drops that were installed at Severance Library.

Opportunities

- The IT team defined requirements and has started to test out different endpoint management tools to better update and manage our PCs, laptops, and servers. This would allow us to better monitor and manage our IT infrastructure to make sure everything is up to date. This is very important for our cybersecurity initiatives because it will allow us to make sure all equipment receives security updates in a timely manner.
- IT started working on a review of the staff intranet. Jesse Feavel and Beth Gallinger have been going to each department and asking staff the three following questions: How are you using the Intranet? What is not working? What is missing? We have received very good feedback and have ideas on how to improve this resource for all.
- Over the last few months, we have been canceling our purchase processing meetings due to lack of agenda items. After evaluating the committee and its purpose, we have managed to combine the database and purchase processing committees into a collection development committee. This committee has a more defined purpose and an updated meeting schedule and committee members. This both streamlines the number of meetings staff have and the purpose of these meetings.

Challenges

- Library Information Technologist Diane Cabrera announced her retirement. Her last day will be June 14th. We are sad to see her go, as she has been a great asset to our team, but very happy for her. Congratulations Diane!
- Even with the removal of two of our game cubes, we continue to get a significant number of trouble tickets for the last remaining game cube. We are considering also removing it and will work with the Customer Service team on this issue.

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- Working alongside the IT & Tech Services department, we removed the second game cube to put the Playstation games on the shelf. We are seeing a very positive response from the public with having a much easier time checking out the games. We look forward to removing the third cube soon.
- We had two special guests at our May staff meetings. Casey Lansinger-Pierce presented the Summer Adventure Program where staff was able to ask questions about the program and how to register patrons. I know this was especially helpful to our Severance staff as this will be their very first experience with a summer reading program! Early Literacy Librarian Nancy Milliken presented the changes to the 1,000 Books Before Kindergarten program to both Windsor and Severance staff. It is so helpful for the Customer Service staff to have this in-depth knowledge of our programs when helping patrons at the front desk.
- Customer Service staff formed a collaboration committee with staff from Severance and Windsor. They will meet occasionally to improve communication between the two locations, and I anticipate that the members will rotate. We hope to gather information on what training and meetings staff would find most helpful.

Opportunities

- Our most recent hire who was only working 12 hours per week is transferring to the IT department. We decided to use this opportunity to see if we really needed to replace the position. After looking at schedules and doing some rearranging, we determined we do not have to fill this position.
- During the May leadership meeting of all staff, we had a very good discussion on Most Responsible Person (MRP) duties and expectations. The MRP is the person who is in the building during nights and weekends who is called upon when there is a problem that requires the assistance of a supervisor. Through our discussion, we decided it would be helpful to have these expectations in a written format. I am working on the documents now and will work with Beth Gallinger to make sure that these guidelines are added to our staff intranet. Special thanks to Windsor Customer Service Supervisor, Kailin Kelley, for editing the format of my original draft.

Challenges

- In May, most libraries see slower circulation numbers usually due to the busyness of the end of the school year and having a program break. We did see our numbers drop during the month, but we used the lull in circulation to catch up on other behind-the-scenes projects.
- As Director Kling mentioned in her report, not being able to offer the after-hours meeting room at Severance continues to be a challenge for us and our patrons. We have had several organizations and HOAs that often contact me and the Severance Customer Service



Supervisor, Rob Wygal, inquiring about when they can start booking the room. It is difficult when we can't give them a good idea of when this service will be available.

May 2024 Usage Stats

Key Takeaways:




- Off-site patron visits increased from April due to the Windsor Volunteer Fair, Skyview class visits, and Bookmobile Day. Patron counts at the libraries were down slightly due to holiday closures. Additionally, the Severance Library patron count was lower in comparison to the previous month just because so many people came in for the grand opening event in April.
- Physical circulation tends to be a little lower in May because the library is closed for Memorial Day. With the addition of circulation counts from the Severance Library however, total physical circulation was able to remain level compared to April, and actually increased in comparison to May 2023. Severance Library's circulation count increased with the addition of item renewals.
- Windsor Library program attendance went up because of Battle of the Books. Severance Library program attendance was lower than April just because there were so many attendees at the grand opening event. Off-site program attendance was lower because there were fewer off-site programs.
- Database usage tends to decrease a bit in May as the school year ends. School-related databases like EBSCO and PebbleGo were the biggest factors in May's lower count.

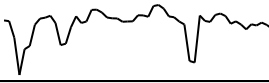




About the Dashboards:




- 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 2020 (with the exception of programming stats, which start with January 2021), with the end of the line being the most recent month.

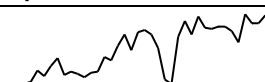

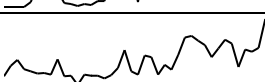
About the Metrics:



- 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. "Off-site" visitors are a combination of the Bookmobile and Outreach patron counts.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage. Off-site circulations are from the Bookmobile, BAM (Books and More), and the administration office.
- 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.
- 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.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.

Patrons Served			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Windsor Library 9,986	-6.80%	23.27%	
Severance Library 3,546	-27.17%	N/A	N/A
Off-site 2,242	52.31%	-3.98%	
Total 15,774	-7.52%	51.15%	


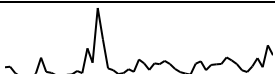
Circulation			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Windsor Library 23,125	-7.27%	-12.30%	
Severance Library 7,201	52.40%	N/A	N/A
Off-site 2,128	-14.16%	12.53%	
Total 32,454	0.97%	14.85%	
Digital Circs 11,845	-0.97%	4.74%	
Database Usage 2,957	-65.26%	192.19%	

Program Attendees			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '21
Windsor Library 1,439	70.50%	5.65%	
Severance Library 1,051	-32.28%	N/A	N/A
Off-site 956	-44.61%	-23.21%	
Total* 3,467	-17.28%	31.57%	


Number of Programs			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '21
Windsor Library 64	4.92%	45.45%	
Severance Library 38	2.70%	N/A	N/A
Off-site 44	-27.87%	-33.33%	
Total* 148	-9.76%	11.28%	

Program Waitlists			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Waitlisted People 72	1.41%	75.61%	
Waitlisted Programs 17	6.25%	-5.56%	

*Totals include online programming.

Cardholders			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Active Cardholders 5,848	9.33%	21.45%	
New Cardholders 406	-26.18%	53.79%	

Meeting Rooms, Percentage of Time Booked			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Advisor Meeting Rooms 36.34%	-27.81%	N/A	N/A
Finance Meeting Rooms 13.7%	-36.75%	N/A	N/A

Website Stats			
May 2024	% Change from Apr '24	% Change from May '23	Sparklines from Jan '20
Pageviews 31,688	-13.27%	23.51%	



May 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 May in Colotrust is 5.0434%

Operating Revenue is at 84% of budget and on target to meet budget amounts.

Operating Expenses are at 24% of the operating budget.

- General operating expenditures are at 58% 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 June interest payment for the lease payments on the Severance Branch certificates of participation is included in May.

Other Sources and Uses

- The District realized the remaining revenue of \$263k for a grant on the Severance construction.
- The construction costs for the Severance Branch are at \$2.3 million to date and are exceeding budget by 151%. 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 \$3.3m increase in fund balance, with 84% 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
May 2024 Financials

	May 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$175,585	\$7,138,376	\$8,233,544	87%
Specific Ownership Tax	\$23,779	\$119,583	\$245,000	49%
Other Income	\$51,030	\$230,660	\$424,586	54%
Total Operating Revenue	\$250,394	\$7,488,619	\$8,903,130	84%
<u>Expenditures</u>				
Salaries and Wages	\$211,234	\$1,013,698	\$2,899,805	35%
Benefits	\$66,522	\$301,950	\$1,021,325	30%
Operating	\$53,924	\$397,156	\$690,505	58%
Materials	\$28,209	\$166,845	\$509,500	33%
IT	\$22,370	\$63,043	\$253,200	25%
Programming	\$5,902	\$26,343	\$87,500	30%
Public Relations	\$6,698	\$39,266	\$124,643	32%
Vehicles	\$590	\$2,469	\$26,000	9%
Capital Existing	\$11,068	\$48,757	\$250,000	20%
Lease Payment - Branch	\$55,803	\$55,803	\$356,606	16%
Total Operating Expense	\$462,319	\$2,115,330	\$6,219,084	34%
Operating Revenue Over (Under) Expenditures	(\$211,925)	\$5,373,288	\$2,684,046	200%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$120,551	\$263,008	\$173,440	152%
Capital - Expansion	(\$43,742)	(\$2,296,497)	(\$1,523,660)	151%
Total Other Financing Sources (Uses)	\$76,809	(\$2,033,489)	(\$1,350,220)	0%
Net Increase (Decrease) to Fund Balance	(\$135,116)	\$3,339,799	\$1,333,826	200%

CLEARVIEW LIBRARY DISTRICT**Balance Sheet****As of May 31, 2024****ASSETS****Current Assets****Checking/Savings****Total Checking/Savings** 12,766,477.26**Other Current Assets****Total Other Current Assets** 20,162.71**Total Current Assets** 12,786,639.97**TOTAL ASSETS** 12,786,639.97**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable****2000 - *Accounts Payable** 126,251.11**Total Accounts Payable** 126,251.11**Other Current Liabilities****2112 - Employee Health Insurance Payab** 76.99**2115 - Pera Life Insurance** 527.29**Total Other Current Liabilities** 604.28**Total Current Liabilities** 126,855.39**Total Liabilities** 126,855.39**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** 3,339,799.14**Total Equity** 12,659,784.58**TOTAL LIABILITIES & EQUITY** 12,786,639.97

REPORTS OF LIAISONS - JUNE, 2024

Dale Hall - City of Greeley

- The subdivision at 10th Street and 83rd Avenue is putting in water and sewer, which will cause 83rd Avenue to close on June 27th for four months.

Craig Joseph- Town of Severance

- **Town Scoop** - The Official Town of Severance Newsletter:
 - [June 2024 issue:](https://www.townofseverance.org/home/news/june-2024-newsletter)
<https://www.townofseverance.org/home/news/june-2024-newsletter>

Lainie Peltz - Town of Windsor

- We have a new Mayor, Julie Cline.
- We have a new Mayor Pro Tem, Ron Steinbach.
- We have a new District 2 Rep, Brian Jones.
- District 4 is now vacant and is taking applications through July 5.
- We hope to have a full board by the end of July at the latest!

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, Treasurer Lisa Gagliardi, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Windsor Liaison Lainie Peltz, and Attorney Joe Williams of Coan, Payton & Payne, LLC (joined online)

Absent: Secretary Rochelle Brotsky, City of Greeley Liaison Dale Hall, Town of Severance Liaison Craig Joseph, 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, Customer Service Manager Amanda Brian, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell (joined online)

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Kendra requested that the Executive Session be removed from the agenda. Director Kling asked to move session: Annual Impact Report to the June regular board meeting. Director Search Update will be reported on by Cole Gerstner and Kendra Adams.

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

Public Input

No public comment was given.

Director's Report - Ann Kling, Library Director

- Introduction of Staff
 - Director Kling asked the Severance Library staff to introduce themselves to the board.
 - Rob Wygal, Customer Service Supervisor

- Anna Matl, Customer Service Specialist
- Cynthia Lohnes, Customer Service Specialist
- Lyndsey Deeds, Customer Service Specialist
- Sadie Metzler, Customer Service Specialist
- Communication and Monthly Statistics
 - Director Kling announced that Severance Bank, TBK Bank, is sponsoring portions of the Summer Adventure Program. TBK Bank donated \$3,500. This donation will be applied towards the Summer Adventure Program Kick-Off event, which includes a mobile rock-climbing wall. Additional money will be applied to the Early Literacy Programs, which include visits from the Butterfly Pavilion and a Petting Zoo.

Follow-Up Questions to Board/Liaison Reports

The board welcomed the newly appointed Town of Windsor Liaison, Lainie Peltz, to the library board meetings. Lainie gave a short introduction of herself and an update on Windsor news.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported on property and tax revenue, operating expenses, that the final reimbursement was submitted to DOLA, and that construction costs for the completion of the Severance Library were under budgeted for 2024. As soon as final costs have been gathered, a supplemental budget will be prepared. Lisa reported that Erin fixed and updated the Balance Sheet.

Motion by Kendra Adams, second by Ron Dunworth, to accept the Treasurer's Report as presented for April 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Director Kling announced that the May F&F meeting was not held, so there is no update at this time.

Old Business

- Approve Minutes of the April 25, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Kendra Adams, to approve minutes of the April 25, 2024, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the May 2, 2024, Special Meeting of Board
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Kendra Adams, to approve minutes of the May 2, 2024, Special Meeting of the Board; motion passed unanimously.
- Approve Minutes of the May 16, 2024, Special Meeting of Board
 - Minutes were approved.

- Motion by Cole Gerstner, second by Kendra Adams, to approve minutes of the May 16, 2024, Special Meeting of the Board; motion passed unanimously.
- Approve Minutes of the May 22, 2024, Special Meeting of Board
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Kendra Adams, to approve minutes of the May 22, 2024, Special Meeting of the Board; motion passed unanimously.
- Director Search Update - Cole Gerstner, Vice-President, Kendra Adams Trustee
 - Cole reported that he and Kendra had two Zoom meetings with June Garcia and that the Director Interview dates will be Friday, August 16 and Saturday, August 17.
 - Cole shared updates and details on the marketing and plans for hiring a new Director, and he will also share those directly with the board. Cole reported that conversation was had with Attorney Garcia in regards to the interviewing process.
 - Questions arose about the Interim hiring process and Attorney Joe Williams addressed them.
- Patron Privacy Policy - Jeromey Balderrama, Board President
 - The Patron Privacy Policy was shared in the board packet and on screen. The board held a discussion and would like to review it again in August. Cole asked to have this policy discussed at the August regular board meeting.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to accept the revised Patron Privacy Policy; motion passed unanimously.
- Meeting Room Policy - Jeromey Balderrama, Board President
 - The Meeting Room Policy was shared in the board packet and on screen.
 - Motion by Cole Gerstner, second by Ron Dunworth, to accept the updated Meeting Room Policy; motion passed unanimously.

New Business

- Summer Adventure Program - Casey Lansinger-Pierce, Public Service Manager
 - Casey presented a slideshow on all things related to the Summer Adventure Program; this year's theme is Adventure Begins at Your Library. Casey started her presentation by sharing about last year's Summer Adventure Program, Imagine Stories Together. Casey talked about feedback received and changes that were made, about easy registration, continued use of bingo cards, and more prizes being offered.
 - The Kick-Off event for this year's Summer Adventure Program will be at Severance Library and the carnival will be at Windsor Library.
 - Casey also highlighted the Summer Adventure Program on the Clearview Library District website, clearviewlibrary.org/sap.

- Lot Holding Company Development of Their Main St. Property - Jeromey Balderrama, Library Board President
 - Jeromey said that this session is to provide information and next steps, and that Lot Holding Investments, LLC approached the library district. Lot Holding is moving forward with their property, which is situated next to the library's property on Main St. Lisa added that Lot Holding would like to move forward with infrastructure on their property, and they shared information about it to see if the library district is interested in doing the same with its property.
 - Jeromey said that Lot Holding is prepared to move forward this summer and fall. Jeromey clarified that there are no plans for the library district to build on the property at this time, it is only to start creating infrastructure on the property. Ron asked some specific questions and Lisa said that John Hall is looking into the questions and these will be reported on at a later meeting.
 - Kendra noted that Lot Holding pulled their negotiations from King Soopers prior to the library district doing the same. Additionally, Lot Holding is moving forward with building on their land.

Upcoming Agenda

Approve the Holiday Closures

Collection Development Policy

Reconsideration Policy (Governor Polis just signed a new law today.)

Updates on Director Search

Update on Interim

Adjourn

Motion by Cole Gerstner, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:04 p.m.

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.



MEMORANDUM

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

Date: June 27, 2024
Re: Annual Review of the Library Board By-Laws
Item 5.1: New Business

Background / Discussion

Annually the Library Board of Trustees reviews the by-laws to determine if changes are needed.

Attachments

By-laws

**BYLAWS
OF THE
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1
NAME**

This organization shall be called “The Board of Trustees of the Clearview Library District” (the “Library Board”), existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes of 1973, and exercising the powers and authority and assuming the responsibilities delegated to it under the aforementioned statutes.

**ARTICLE 2
COMPOSITION OF THE LIBRARY BOARD**

Section 1
Appointment of Trustees; Term of Trustees

Section 1.1 The Trustees shall be appointed and shall serve pursuant to provisions of Colorado Revised Statutes § 24-90-108 and these Bylaws.

- 1.1.1 Each Library Board Trustee (“Trustee”) shall be appointed for a Term of three years (a “Term”), and such Term shall begin on January 1 and shall expire on the last day of December of the Trustee’s Term. Mid-year appointees shall begin immediately upon appointment.
- 1.1.2 The Library Board shall be composed of five Trustees. Vacancies shall be filled and Trustees shall be reappointed in accordance with Section 4 of these Bylaws.
- 1.1.3 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council may each appoint a representative to serve as a non-voting liaison (each a “Liaison”) to the Library Board. Liaisons should be members of their respective boards and/or residents of the Library District’s legal service area.

Section 1.2 Notification. On or before September 1 of each year the Library Board Secretary will notify the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council which Trustee Terms will expire that year.

Section 1.3 Qualification. Trustees shall be appointed in accordance with Colorado Library Law and must reside within the boundaries of the District’s legal service area.

Section 2

Salaries

A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be reimbursed to a Trustee in accordance with the Library Board Policies and Procedures then in place.

Section 3

Removal

Section 3.1 A Trustee may be removed by the Library Board for the following reasons:

- 3.1.1 Three consecutive absences from regularly scheduled meetings of the Library Board not approved by the President of the Library Board.
- 3.1.2 Four absences from regularly scheduled meetings of the Library Board in any calendar year not approved by the President of the Library Board.
- 3.1.3 Any unethical or illegal activity that has an adverse effect on the library or the Library Board.
- 3.1.4 Any violation of a statute or ordinance which results in or could result in damage to the library's property or interest.
- 3.1.5 A breach of fiduciary responsibility to the Clearview Library District or the Library Board.
- 3.1.6 The Trustee relocates outside the boundaries of the District's legal service area.

Section 3.2 A Trustee may be removed by the Windsor Town Board, the Severance Town Board, or the Weld RE-4 School District Board if each Board casts a majority vote for such removal upon a showing of good cause. For the purposes of this Section 3.2, good cause is defined as a breach of fiduciary responsibility to the Clearview Library District.

Section 3.3 A Trustee may resign his or her position on the Library Board immediately upon written notice to the President of the Library Board.

Section 4
Conditions for and Method of Selection of Trustees

Section 4.1 Trustees may be selected for the following reasons (“Vacancy” or “Vacancies”):

- 4.1.1 Vacancies – Expired Terms. Trustees shall be selected for the Library Board when a Trustee’s Term expires in accordance with Section 1.1 of these Bylaws; and
- 4.1.2 Vacancies – Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee. Upon resignation, death, or removal of a Trustee, an interview committee will be formed consisting of the remaining Library Board (the “Vacancy Interview Committee”). The Vacancy Interview Committee by a majority vote shall fill the vacancy for the remainder of the unexpired term without further ratification. The procedure for selection of candidates shall follow Sections 4.3.1 through 4.3.6.2

Section 4.2 Upon the creation of a Vacancy under 4.1.1, the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, the Greeley City Council and the Clearview Library District Friends & Foundation that a Vacancy exists and that the Library Interview Committee (the “Interview Committee”) must be formed. The Interview Committee shall be selected as follows:

- 4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee. The appointee from the Library Board shall be the Chair of the Interview Committee.
- 4.2.2 The Windsor Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.3 The Severance Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.4 The Weld RE-4 School District Board shall select one of its currently serving members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.5 The Mayor of the City of Greeley shall select one of its currently serving Council Members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District’s legal service area within the Greeley City Limits to serve on the Interview Committee.

- 4.2.6 The President of the Clearview Library District Friends & Foundation shall appoint a member of its board who resides in the Clearview Library District's legal service area to serve on the Interview Committee. The appointee from the Clearview Library District Friends & Foundation will initially be a non-voting member of the Interview Committee, however, shall be elevated to a voting member in the event of a failure to appoint a total of five (5) voting members to the Interview Committee by the deadline to submit applications for the Vacancy or in the event that a previously appointed member of the Interview Committee is not available to participate in the interviews.
- 4.2.7 The Library Director shall serve on the Interview Committee as a subject matter expert as well as be available to provide such advice and information as requested by the Interview Committee, but shall be a non-voting member.
- 4.2.8 The President of the Clearview Library District Friends & Foundation shall appoint a second member of its board who resides in the Clearview Library District's legal service area to serve as a non-voting member, unless and until, after the Vacancy application deadline has passed, there is an even number of voting members, the non-voting member may be elevated to a voting member by the Chair of the Interview Committee.
- Section 4.3 All Vacancies shall be filled as follows:
- 4.3.1 The Library Board will advertise that a Vacancy exists.
- 4.3.2 The place of advertisement shall be the Library Board's newspaper of record that serves the Library District.
- 4.3.3 The advertisement of the Vacancy shall occur for three weeks and shall contain clear instructions as to the application process and any deadlines that are applicable to the application process.
- 4.3.4 Vacancies shall also be posted on the Clearview Library District website and on the bulletin board at all Clearview Library District sites, including the Bookmobile.
- 4.3.5 Interested candidates must complete a questionnaire which will be available at all Clearview Library District sites, including the Bookmobile and Clearview Library District website.
- 4.3.6 Interested candidates must submit the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires may be submitted to the information desk of the Clearview Library District at the Windsor Severance Library Site or submitted

electronically by email to director@clearviewlibrary.org, or at such other sites as may be included in the Vacancy advertisements.

4.3.6.1 The candidate will, upon submittal of the questionnaire and supporting documentation, receive a receipt confirming the candidate's name and the date and time the application was submitted.

4.3.6.2 Applications submitted after the deadline stated in the advertisement(s) for Vacancy will not be considered by the Interview Committee.

4.3.6.3 Notwithstanding the foregoing, a majority of the Library Board may, at its discretion, recommend the candidacy of the Alternate to the Library Board as defined in Article 5 herein. In this event the Alternate shall be considered to have applied for the Vacancy.

Section 4.4 The Interview Committee, empaneled under Section 4.1.1 for any vacancy due to an expired term, will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

4.4.1 The Library Board President shall advise the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, and the Greeley City Council of the Interview Committee's selection.

4.4.2

The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council shall ratify the appointment of the Interview Committee's selection at their next regularly scheduled meeting, except that the failure of these boards to act within sixty days of receipt of such selection shall be considered a ratification of the appointment. A vote not to ratify the appointment by either the Windsor Town Board or the Weld RE-4 School District shall constitute denial of the appointment. In the event of denial of an appointment, the Interview Committee will be re-empaneled under 4.1.1.

4.4.3 Appointees will take office as follows:

4.4.3.1 If the appointee is filling an unexpired Term, the appointee shall take office immediately upon the majority vote of the Vacancy Interview Committee.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on January first of the following year.

4.4.3.3 Should a vacancy exist that would result in a majority of Trustees possessing terms ending in the same year, the length of the then-vacant term may, upon approval of the Library Board, be altered to a term of either two (2) or four (4) years. Such decision by the Library Board must be made by resolution prior to notice of the vacancy, as described in Section 4.3, above. The length of term shall be included in the advertisement of vacancy.

Section 4.5 Trustees who have fulfilled their Term are eligible for reappointment, provided that they apply through the process described in Article 2, Section 4.3 of these Bylaws, except that no Trustee shall serve more than two consecutive three-year terms in addition to any partial term. Tenure as an Alternate Trustee is exempt from the term limits in these Bylaws.

Section 5

Meetings

Section 5.1 The Library Board shall hold a monthly meeting at any location owned or managed by the Library District or otherwise duly noticed in the agenda at 5:30 P.M. on the last Thursday of each month unless necessity requires otherwise. An agenda for each meeting will be posted no-less than twenty-four hours in advance of each regular meeting.

Section 5.2 Special meetings may be called by any Trustee with the consent of the President and by informing all other Trustees of the date, time, and place of such meeting, and the purpose for which the meeting is called, at least twenty-four hours prior to such meeting. An agenda will be posted no less than twenty-four hours in advance of the special meeting.

Section 5.3 All meetings shall be open to the public except as otherwise provided in Colorado Revised Statutes § 24-6-402.

Section 5.4 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

Section 5.5 As soon as feasible after January 1 of each year but not to exceed the 10th of January, the Library Board shall have an organizational meeting to select officers and choose committee assignments for the coming year.

Section 6

Quorum

Section 6.1 Three-fifths of the total membership of the Library Board shall constitute a quorum necessary for the transaction for any business to come before any regular or special meeting. The act of the majority of the Trustees present at a regular or special meeting at which a quorum is present shall be an act of the Library Board.

Section 6.2 A Trustee is deemed to be present at a Library Board meeting if the Trustee is at the meeting in person or joins the meeting by electronic or telephonic means (or any other means permitted by Colorado Revised Statutes § 24-6-402(1)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 6.3 If a Trustee leaves during a Library Board meeting or is not present for a discussion of one or more items on the Agenda, such absence shall be noted in the Minutes of that Meeting.

Section 7 Powers and Responsibilities

Section 7.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 7.2 Under such policies, rules, and regulations as it may deem necessary, and upon such terms and conditions as may be agreed upon, the Library Board may allow non-residents of the governmental units which the Clearview Library District serves to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

Section 8 Proceedings

The current edition of Robert's Rules of Order shall govern the proceedings of the Library Board, with the exception of the Library District's investment policy requirement of a super majority for amendment.

ARTICLE 3 OFFICERS

Section 1 Designation of Officers

The officers of the Library Board shall consist of a President, a Vice President, a Secretary, a Treasurer, and any such other officers as the Library Board deems necessary. The offices of Secretary and Treasurer may be combined at the discretion of the Library Board.

Section 2 Terms of Officers

Officers of the Library Board shall be elected by the Library Board at its organizational meeting in January and shall serve for a term of one year, to begin upon election at the organizational meeting and end on December 31st or the next organizational meeting, whichever is later.

Section 3 Removal

Any officer may be removed by a majority vote of the Library Board whenever, in the Library Board's judgment, the best interests of the Clearview Library District will be served by such removal.

Section 4 Vacancies

A Vacancy in any office, however occurring, may be filled by the Library Board for the unexpired portion of that officer's term as an officer.

Section 5 President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

Section 6 Vice President

The Vice President shall assist the President and shall perform such duties as may be assigned by the President or the Library Board. In the absence of the President, the Vice President shall have the powers and perform the duties of President.

Section 7 Secretary

The Secretary shall oversee the keeping of the minutes of the meetings of the Library Board, and be custodian of the Library District records. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as, from time to time, may be assigned by the President of the Library Board.

Section 8 Treasurer

Section 8.1 The Library Board shall be the custodian of the funds of the Clearview Library District.

Section 8.2 The Treasurer shall provide the monthly summary report on the funds to the full Board.

ARTICLE 4 LIBRARY DIRECTOR AND STAFF

The Library Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Clearview Library District on behalf of the Library Board and under the Library Board's review and direction. The Director shall oversee the employment of and specify the duties of other employees and shall be responsible for the proper direction and supervision of the Clearview Library District staff, for the care and maintenance of Clearview Library District property, for an adequate and proper selection of library materials in keeping with stated policy of the Library Board, for the efficiency of Clearview Library District service to the public, and for the Clearview Library District financial operation within the limitations of the Clearview Library District budget.

ARTICLE 5 APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD

Section 1 Appointment

Section 1.1 The Library Board President may appoint committees comprised of Trustees and residents of the Library District, as appropriate, for such purposes as the business of the Library Board may require from time to time.

Section 1.2 A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Library Board.

Section 2 Standing Committees

Section 2.1 The following Standing Committees will be appointed at the first Library Board meeting of the year:

- 2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.
- 2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.
- 2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

Section 2.2 All committees shall make a progress report to the Library Board at regularly scheduled meetings.

Section 3 Advisory Nature

No committee will have other than advisory powers unless, by suitable action of the Library Board, such committee is granted the specific power to act.

Section 4 Appointment of Alternate to the Board of Trustees

Section 4.1 The Library Board may, at its discretion, appoint one or more alternate trustees (jointly "Alternate Trustees" or individually (Alternate Trustee") to the Library Board.

Section 4.2 The appointment of an alternate Trustee shall be subject to the appointment requirements of Article 2 of these Bylaws.

Section 4.3 All Alternate Trustees shall attend all meetings and work sessions except as otherwise specified by the President. Alternate Trustees shall receive notification of all meetings and work sessions in the same manner as Trustees are notified.

Section 4.4 Each Alternate Trustee shall be provided with all materials that are provided to the Library Board in anticipation of meetings and work sessions. The Alternate Trustees shall review all such materials and shall be prepared to participate at all meetings or work sessions.

Section 4.5 At the request of the President, an Alternate Trustee shall be seated as a voting member for the following purposes: a) To achieve a quorum in accordance with Article 2 Section 7 of these Bylaws; b) Having achieved a quorum, one or more Trustees is not in attendance at the time that a matter is the subject of official and formal action; or c) To achieve a quorum in the event a Trustee, for any reason including recusal, is unable to participate in the discussion and voting on a matter that is the subject of official and formal action.

4.5.1 In the event a conflict arises as to whether a Trustee or an Alternate Trustee is to be seated and accorded the right to vote on a matter, the Trustee in attendance shall be seated and the Alternate Trustee shall not be accorded a vote.

Section 5 Capital Committee

Section 5.1 From time to time the Clearview Library District may consider certain large-scale capital projects that the appointment of a specific Capital Committee is necessary. In the event three-fifths of the Trustees present at any meeting vote to form a Capital Committee, such committee shall be formed according to the following provisions:

5.1.1 The Capital Committee shall consist of not more than two Trustees;

5.1.2 The Capital Committee shall dissolve upon a three-fifths vote of the Library Board, but in no event shall the Capital Committee exist for more than five years; and

Section 5.2 Nothing contained in this Section 5 is intended to limit the ability of the collective Library Board from removing a Trustee from the Capital Committee for cause in accordance with Article 2, Section 3 of these Bylaws.

ARTICLE 6 ADMINISTRATIVE PROVISIONS

Section 1 Fiscal Year

The fiscal year of the Clearview Library District shall begin on the first day of January of each year and shall end on the 31st day of December of each year.

Section 2 Amendment

These Bylaws may be amended by a majority of the entire Library Board at any regular meeting or any special meeting called for that purpose, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen days before the adoption of any amendments.

Section 3 Construction

Section 3.1 The titles of sections in these Bylaws are for convenience or reference only and are not to be considered in construing these Bylaws.

Section 3.2 Unless the context of these Bylaws clearly requires otherwise: a) References to the plural include the singular, the singular the plural, and the part the whole; b) References to one gender include all genders; c) “or” has the inclusive meaning frequently identified with the phrase “and/or”; d) “including” has the inclusive meaning frequently identified with the phrase “including but not limited to” or “including without limitation”; and e) References to “hereunder”, “herein”, or “hereof” relate to these Bylaws as a whole.

Section 3.3 Any reference in these Bylaws to any statute, rule, regulation, or agreement, including these Bylaws, shall be deemed to include such statute, rule, regulation, or agreement as it may be modified, varied, amended, or supplemented from time to time unless otherwise specifically stated.

These Bylaws were adopted at regular meeting of the Board of Directors on the 27th day of February, 1986.

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13, 07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21, 10/27/22, 6/29/23

MEMORANDUM

To: Library Board of Trustees

From: Ann Kling, Library Director

Date: June 27, 2024

Re: Collection Development and Reconsideration of Library Resources Policies

Item 5.2: New Business

Background / Discussion

The Library District currently has a Collection Development Policy and a process for reconsideration of library materials. With the passing of [C.R.S. §24-90-122](#), it was prudent to review the policy and procedure and make necessary changes. The policy was worked on by management, staff, and the policy committee and was reviewed by the Library District's attorney.

Recommendation(s)

The Management Team and the Policy Committee recommend adoption of the Collection Development and Reconsideration of Library Resources Policies.

Collection Development Policy

The Collection Development Policy of the Clearview Library District is intended to guide staff and inform the public of the principles on which the district bases its collection development decisions.

Intellectual Freedom

The Clearview Library District's collection is intended to serve the community's diverse needs and interests and, therefore, contains a variety of materials representing a broad range of subjects and viewpoints. This is in keeping with the library's mission to Cultivate Curiosity, Enlighten the Mind, and Strengthen the Community.

- Not all items or resources within the collection may appeal to the entire community and therefore, public opinion cannot be the sole guide for the selection.
- The inclusion of an item or resource within the collection is not to be considered an endorsement, official or otherwise, by the library, of a particular viewpoint, group, or individual.
- Responsibility for monitoring the access of materials and resources by minors rests solely with their parents or respective legal guardians. The library will not act in loco parentis to permit or restrict access.
- The library subscribes to the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Access to Library Resources and Services for Minors Statement](#). These documents have been approved by the American Library Association.

Scope of collection

The Clearview Library District's material collections are curated to contain new and popular materials while also covering a balanced variety of subjects. Most of the district's print and media collections circulate as part of a "floating" collection distributed across its various branch locations. When an item from a "floating collection" is returned to one branch, it is shelved at that branch regardless of its prior location. Due to space constraints, certain physical collections, such as audiobook CDs, music CDs, video

games, and explore kits, do not have “floating” status but can still be requested for pickup at any of our public branches.

Scope of online collection

Our online collections reflect the diverse viewpoints and needs of our communities. Formats include: databases, eBooks, e-Audiobooks, eMagazines, digital music, digital movies, and e-passes to local educational and entertainment institutions.

Labeling

The library upholds the principle of free and open use for all. Materials are labeled to facilitate organization and retrieval and not to restrict access or to show approval or disapproval of the contents.

Cooperative Networks

The district participates in cooperative interlibrary loan networks such as Prospector to expand the range of materials available to district users while minimizing purchases of lesser-used materials owned by other libraries.

Materials Selection

Authority for selection of materials is delegated by the Library Board of Trustees to the Library Director. The Director delegates to staff the authority to interpret and apply the Collection Development Policy when selecting material for the collection.

The following are general criteria for evaluating items and resources for the collection. An item or resource need not meet all of the criteria to be added:

- Popular interest
- Local demand
- Accuracy and currency of content
- Critical reviews
- Literary and/or artistic merit
- Local significance of the author, creator, or subject

- Date of publication
- Price
- Availability
- Suitability of format
- Physical space required for display and storage
- [Suggestions for purchase](#) from library patrons are encouraged and are given serious consideration.
- Digital Resources

Providing access to digital materials and online resources is now integral to the library's service mission. The acquisition of digital and online resources, however, can pose unique challenges in terms of licensing access, content controls, and security protections. Decisions for purchase will be based on the same criteria guidelines as those used for physical items, with the added step of working jointly with the IT & Technical Services Department, whenever applicable, to help ensure that integration runs smoothly and the proper data security protocols are in place.

Self-Published Materials

The library purchases books from commercial vendors that fit the library's materials selection criteria. Author solicitations for the purchase of self-published books are discouraged.

Self-published authors may submit a donated copy of their book for inclusion into our collections. The book must be in good, readable condition. All works are subject to review prior to acceptance, and the library will hold the author's work to the same standards as those used for collection development.

Donations

When spatial constraints allow, the district may accept gifts of both book and non-book materials. Donated materials are subject to the district's selection criteria. The library reserves the right to repurpose or dispose of any donations not incorporated into the collection.

Weeding

Weeding, or removal of material from the collection, is an integral and ongoing aspect of collection management. Discarding is necessary to maintain a vital, useful, relevant, well-kept collection.

The following general criteria are used for weeding:

- Poor physical condition
- Outdated or inaccurate material
- Material superseded by newer or revised editions
- Duplicate material
- Low circulation (lack of demand)
- Discarded items will be packaged for resale by a contracted vendor, donated, or displayed in the district's in-house library book sale.

Adopted August 27, 2015. Revised and adopted May 28, 2020.

Requests for Reconsideration Policy

Clearview Library District provides library resources as defined in [C.R.S. §24-90-122](#), that also include spaces, materials, displays, programs, and services to library district residents. Library resources represent a variety of viewpoints. Clearview Library District upholds the right of individuals to access these resources. While the District's varied library resources are available to all, everything offered is not expected to appeal to everyone.

Any resident within the District may submit a Request for Reconsideration by completing the form and returning it to the Windsor or Severance libraries or the Bookmobile. The form will be forwarded to the Library Director, who will appoint a Library District Manager to lead a review committee of not more than 5 people, including members of the library's professional staff and at least one member of the community. The professional staff may include programming assistants, librarians, supervisors, and managers. If an identical or substantially similar library resource has been reviewed in the last three years, Clearview Library District reserves the right to deny an additional review. The library resource will remain available to the general public during the reconsideration process.

Reconsideration review of the library resource shall adhere to the “standards” defined in [C.R.S. §24-90-122](#). After reviewing the library resource and arriving at a consensus, the committee will then make a recommendation to the Manager. The committee’s decision shall be sent to the Board of Trustees to be affirmed by the Board as a consent agenda item. The requesting party will receive a response from the Manager within 90 days of receipt of the Request for Reconsideration.

The requesting party may appeal the decision in writing to the Library Director, who will forward the appeal to the Library District’s Board of Trustees. The Library Board of Trustees will conduct a final review. Written records associated with the reconsideration process, including the reconsideration requestor’s name and request application form, are defined as public records, subject to the Colorado Open Records Act, and shall be included in the Board of Trustees meeting packet during consideration.



MEMORANDUM

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

Date: June 27, 2024
Re: Holiday Closures for 2025
Item 5.3: New Business

Background / Discussion

In June, the Library Board votes to approve holiday closures for the coming year.

Recommendation(s)

The Director recommends adoption of the Holiday Closure Schedule for 2025.

Attachments

Draft Holiday Schedule for 2025.



2025 Proposed Holiday Closings for the Clearview Library District

January 1 (Wednesday) - New Year's Day

April 20 (Sunday) - Easter

May 25, 26 (Sunday, Monday) - Memorial Day Weekend (Monday is a paid holiday for full-time staff)

July 4 (Friday) - Independence Day

August 31, September 1 (Sunday, Monday) – Labor Day weekend (The bookmobile will be at Main Park for Harvest Festival on Sunday and Monday) (Monday is a paid holiday for full-time staff. If full-time staff work on Labor Day, they will receive a day off during the pay period in place of working on Labor Day.)

November 26 (Wednesday) Close at 2 pm.

November 27 (Thursday) Thanksgiving Day

December 24-25 (Wednesday, Thursday) – Christmas Eve Day and Christmas Day

December 31 (Wednesday) Close at 2 pm.

The library is open to the public on Martin Luther King Jr. Day (January 20), Presidents' Day (February 20), Juneteenth (June 19), St. Frances Cabrini Day (October 7), Columbus Day (October 13), and Veterans' Day (November 11).



MEMORANDUM

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

Date: June 27, 2024
Re: 2023 Annual Impact Report
Item 5.4: New Business

Background / Discussion

The Annual Impact Report was prepared by the Communications Team under the direction of Communications Specialist Christine Henschler. After review by the Board, the report will be printed and distributed to the community.

Attachments

2023 Impact Report

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

COMMUNITY IMPACT REPORT



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720 3rd Street
Windsor, CO 80550

SEVERANCE LIBRARY

5 Timber Ridge Parkway
Severance, CO 80550

ADMINISTRATIVE SERVICES BUILDING

1194 W Ash Street
Windsor, CO 80550

LIBRARY DIRECTOR

Ann Kling
director@clearviewlibrary.org

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Leadership

FROM THE DIRECTOR



**ANN
KLING**

Library Director

Building projects were the focus of 2023! The Windsor Library, after months of planning, clearing out old furniture, dismantling shelving, displacing staff, and providing an alternate method for checkout of items, closed its doors to the public on January 9, 2023. For the next three weeks, the most disruptive parts of the remodel, tearing down walls, drilling channels for conduits, and building new walls for new spaces, took place. Some staff worked from home, while Customer Service staff worked out of the meeting room, providing take-out bags as they did during the pandemic. The Bookmobile was parked in the library parking lot during the day to offer checkout of material for those who like to browse collections.

The previous remodel, including an addition, occurred in 2009. At that time, the building was expanded, and the garage was added. After fourteen years of heavy use, the furniture and paint showed their age, and the way people use libraries changed. During the 2019 strategic planning process, the public expressed a need for more places to meet and gather, a quiet space for adults to enjoy the library, and better areas for children and teens. We hope that the remodeled building meets those needs.

After months of design meetings, the groundbreaking for the Severance Library took place on May 22, 2023. It was exciting to see community members show up on an early summer day to participate in the ceremony. In August, hundreds of people showed up to sign the steel beam that is part of the structure of the library. As construction neared completion, excitement increased. The Severance Library will be well-loved by the community.

The Management team embarked on strategic planning for 2024- 2025. The committee, composed of Board members, management staff, and members of the community, met several times over the summer and into the fall, resulting in Together Forward, a plan for 2024 and 2025. The five focus areas for the next are: Communication, Partnerships, Programming, Space, and IT/Technology.

While building projects and strategic planning were front and center in 2023, the staff continued to serve the public in all of the ways the public has come to expect from the Clearview Library District: story hours, STEAM programming, Bookmobile visits, adult programs, teen programs, book clubs, trivia nights, and so much more.

2024 will be my last year as Director of the Clearview Library District. The past 12 years have flown by. I have enjoyed serving the people of the Clearview Library District. When asked, "Would you do it again?" the answer is a resounding, Yes! The people of this community love their libraries, love to read, and want their children to succeed. They enjoy library services and are always asking for more. The Library Board members I have worked for support excellence in library services and have expanded them as the population has grown. Here's to an exciting 2024! A new library branch in Severance and a new Director at the helm of the Clearview Library District! Here's to you, the patrons, the staff, and the Board of the Clearview Library District!

2023 AT A GLANCE



97,367

Visits to the Windsor Library



3,053

New Library Cards Issued



620

Public Meeting Room
Reservations



247,754

Titles & Items in Library
Collection (Physical & Digital)



7,891

New Items Added to Our
Collection



7,367

Items Borrowed & Sent to
Patrons through Interlibrary
Loan (ILL)



126,812

Digital Items Borrowed



34,538

Database Sessions



FACILITIES UPDATES

In 2019, the Library District identified space as a priority during its Strategic Planning process. To address this, the district initiated a facilities planning process in 2020, which led to the adoption of a facilities plan, *A Plan for the Future*, in 2021. The plan included three short-term building projects:

1. Acquire an offsite Administrative Services Building.
2. Renovate the Windsor Library.
3. Build a library branch in Severance.

2023 PROGRESS HIGHLIGHTS:

- **2023:** Renovations at Windsor Library started on January 9, resulting in a three-week closure of the building. Changes included new carpeting, walls, and electrical outlets. Despite the closure, the Bookmobile and curbside pickup maintained access to resources. The library reopened on January 30 with limited services and resumed full operations by mid-March after new furniture and shelving arrived.
- **Community Engagement:** During the renovations, virtual and offsite programming kept patrons engaged. The feedback on the remodel, which introduced new meeting spaces and upgraded amenities, has been positive.

OVERVIEW OF THE WINDSOR LIBRARY REMODEL

- All public areas now have new carpeting
- Repainted the entire library interior
- Chose a new location for the customer service desk
- Replaced fluorescent lighting with LED lighting
- Replaced the main entrance doors
- Relocated collections
- Consolidated computer workstations for adults into one area
- Added accessible workstations

SEVERANCE LIBRARY CONSTRUCTION

The Library District's 2021 facilities plan included plans for a new 10,000-square-foot library in Severance. The construction of the new library branch in Severance also commenced in 2023, marking ongoing progress towards the Library District's strategic goals.

- The Library Board, Library Administration, Wember Inc, RATIO Architects LLC, Fransen Pittman Construction, and Town of Severance representatives collaborated on planning the facility.
- On April 19, the Town of Severance Planning Commission unanimously approved the site development plan for the Severance Library.
- Construction began on May 22, and significant progress was made throughout the summer and fall of 2023.
- On August 24, around 250 residents attended the Library District's "Sign-a-Beam & Touch a Truck" event at the construction site in Severance. Attendees could show their enthusiasm for the new library by signing a beam that will be a permanent part of the building. There was also a Touch-a-Truck activity featuring equipment from Fransen Pittman Construction. This event generated a great deal of excitement and engagement among community members.
- Everything was on schedule in 2023, building excitement for the expected Severance Library Grand Opening in February 2024.



Windsor Library Grand Opening Celebration, April 23, 2023, the community celebrated the grand re-opening of the Windsor Severance Library.



Sign-a-Beam & Touch a Truck Event, August 24, 2023, over 250 community members participated in the event by signing a construction beam for the new library and exploring Fransen Pittman Construction equipment.



Total Patrons served
126,178



Items Borrowed
309,643



Library Cardholders & Users
26,198

TOGETHER FORWARD

2024 - 2025 Library District Strategic Plan



A Strategic Plan is an important piece in the operation of a library district. For the Clearview Library District's 2024-2025 strategic planning process, the Library District formed a diverse Strategic Planning Committee with representatives from key institutions and populations within the district's service area. This included the Towns of Windsor and Severance, the Weld RE-4 School District, the business and cultural communities, parents, the faith-based community, the active senior population, the Friends & Foundation of the Library District, as well as library board members and staff.

The committee began meeting in June 2023 and held two-hour meetings in June, July, August, and September. In the first session, committee members had the chance to independently and collectively, as part of a small group, identify areas, programs, and services they felt could be added or enhanced within the Library District. The second session focused on reviewing what the Library District currently provides for our citizens.

The Administrative team drafted goals in the third session based on the feedback gathered from the first two sessions. In the fourth session, the Administrative team presented draft goals, including action items, projects, and the designated person or group accountable for their oversight.

There are five areas of focus for the Library District in the next two years:



Communication



IT/Technology



Partnerships



Programming



Space

To learn more and download the 2024-2025 strategic plan, scan the QR code or visit: **bit.ly/CLDStrategicPlan**.





COMMUNITY CONNECTIONS

Our Bookmobile, A Mini-Library on Wheels

**BOOKMOBILE DAY & CHILI COOK-OFF
IT'S A SMALL WORLD ON OUR BIG BOOKMOBILE**

May 20: The Library District's annual Bookmobile Day and Chili Cook-Off event included activities from community partners like Windsor Severance Fire Rescue, Town of Windsor Museums, CSU Weld County Extension, Words of Windsor Bookstore, and face painting by Fanciful Faces. Attendees enjoyed international games, crafts, and chili tasting, with the Gow family winning for their white chicken chili.



143

Bookmobile Day
Attendees



13,686

Bookmobile
Visitors 2023



20,996

Items Borrowed from
the Bookmobile 2023

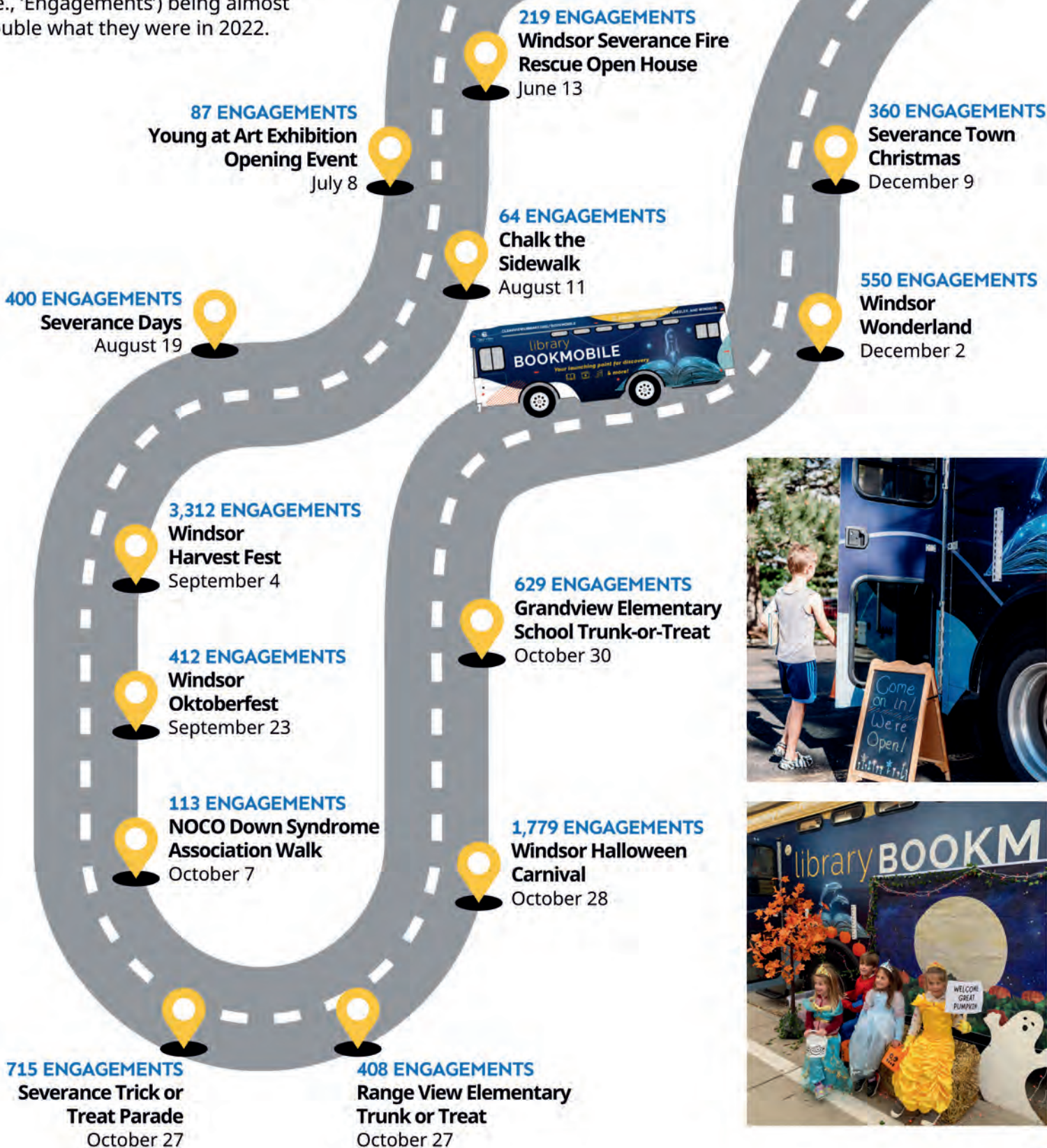
CRUISING WITH THE COMMUNITY

2023 BOOKMOBILE ENGAGEMENT ROAD MAP

As part of almost every community outreach event, our library staff makes the Bookmobile available for resources and materials. They set up games and tables outside for interactive activities and crafts. The events featured in this roadmap contributed to the Library District's outreach numbers (i.e., 'Engagements') being almost double what they were in 2022.



5,366 MILES
the Bookmobile
traveled in
2023





PUBLIC SERVICES

Cultivating Curiosity with Summer Learning



1,678

Total SAP Participants



420

Registered Adults



161

Registered Teens

623

Registered Children

452

Registered Little Ones

2023 SUMMER ADVENTURE PROGRAM ALL TOGETHER NOW | MAY 30 - JULY 28

The Library District's Summer Adventure Program (SAP), themed "All Together Now," kicked off with great enthusiasm. The festivities began with the lively "Clearview Field Day" kickoff event on May 30 in the Windsor Library parking lot, drawing in an impressive crowd of 330 attendees.

The event showcased numerous engaging stations customized for children of all ages. Activities, such as crafting vibrant flowers and navigating inflatable bowling challenges, filled the day with excitement and laughter. Attendees enjoyed classic favorites like sack races and larger-than-life checkers, as well as creative activities such as bubble art and parachute games.

A standout feature was the community art project, which sparked immense interest and resulted in a cascade of paper feathers adorning the hallway to the large meeting room in the library.

One notable highlight of this year's programming was the inclusion of a Bingo prompt encouraging children to "write a letter to a community member." This initiative led to a heartwarming influx of handwritten letters expressing gratitude for the library and its services. These touching letters served as a source of inspiration and motivation for the entire library team, fostering a sense of pride and camaraderie among staff members.

ALL TOGETHER NOW: EVENTS & PROGRAMMING HIGHLIGHTS

Fridays All Together Now

The Fridays All Together Now series for families was a huge hit. This early literacy initiative, aligning with the Summer Adventure Program's theme, occurred every Friday morning throughout the summer, showcasing a diverse activity or attraction each week. Sessions were consistently at full capacity.

Caldecott Winners

May-August: The Library District partnered with the Town of Windsor Arts and Heritage Museum to showcase a traveling exhibition of Caldecott Award-winning picture books. During the summer exhibition, library staff hosted art events, story times, and activities for individuals of all ages at both the library and the Art & Heritage Center.



Young at Art

July 7 - August 13: Public Services staff launched the Young at Art partnership with the Town of Windsor Museums, celebrating Caldecott winners and honored books. The kick-off event on July 8 drew over 175 participants who enjoyed hopping aboard the Bookmobile and engaging in craft activities.

End of Summer Adventure Program Carnival

July 29: The Summer Adventure Program concluded in late July with a traditional Summer Carnival at the Windsor Library parking lot. Three hundred fifty attendees interacted with library staff and enjoyed activities like bouncy castles, jousting, and soft axe throwing. Additionally, staff went live on Facebook during the event to reveal the lucky grand prize winners.



COMMUNITY EVENT HIGHLIGHTS

Solar Eclipse

Community Event

October 14: Library District staff organized a community event for the annular solar eclipse.

The event featured a unique storytime, eclipse-themed activities, viewing, and the chance to try the district's Virtual Reality (VR) headsets. The Windsor Library welcomed 280 community members for the event.



1,240

Total Number
of Programs
Offered

24,758

Total Program
Attendees

Santa's Workshop

December 9: The Library District's annual Santa's Workshop program at the Windsor Library brought families together to explore the remodeled library, offering parents, caregivers, and children the chance to enjoy the beautiful new spaces. Attendees enjoyed various creation stations, hot cocoa, cookies, a visit from Santa, and a community holiday reading. The event also featured the Library District's 4th Annual Holiday Community Read, spotlighting *A Wish to be a Christmas Tree* by Colleen Monroe and Michael Glenn Monroe. The library was delighted to welcome 270 people to this festive celebration.



41%

Increase in
Program
Attendance
from 2022

681

Outreach
Programs
(offsite)

TECHNOLOGY SERVICES

New! Technology Services Webpage

February 2023: The Library District's IT Department launched our new Tech Help webpage on the Clearview Library website. The new webpage includes a new system for patrons to schedule one-on-one tech help and a new technology resources section where patrons can find tutorials, classes, and other helpful technology resources.



TechNology Services in the Community

The Library District's IT team conducted a series of 'Tech Talks' at the Good Samaritan Society and The Windsor Independent Living 55+ communities. This initiative provided valuable hands-on experience for staff members, allowing them to engage with the community beyond the library. Staff showcased and shared resources with our patrons that they might not have previously known about. The sessions included interactive Q&A segments addressing specific device-related questions. Their presentations covered the following topics/titles:

- Library Databases (e.g., Libby and Hoopla)
- Shopping Databases (e.g., Consumer Reports)
- Library Explore Kits
- 3D Printing
- Cybersecurity
- Social Media Tips
- Smart Phone Basics
- Tablets
- Your Library Account
- Library Tech Resources



7,998

Computer Sessions



6,081

WiFi Sessions



FRIENDS & FOUNDATION

Of the Clearview Library District

Clearview Reads 2023 - Wigwam Tea Room High Tea & Historical Talk with Nina Jones Kunze

The Friends and Foundation hosted the annual Clearview Reads event at the Arts and Heritage Museum in Windsor on April 22, 2023. The event featured a tea party along with the author talk by Nina Kunze, a local Colorado author known for her book *Ann Wolfrom Dove and the Wigwam Tea Room*. Nina shared the story of Anna, a single woman homesteader who ran a Tea Room in Estes Park, a Rocky Mountain gem. Attendees learned about Anna's contributions to Estes Park's history, attracting local history enthusiasts and those passionate about Estes Park, Rocky Mountain Park, women's history, and tea. Nina's historical talk was followed by a discussion and High Tea with plated confections. Participants had the opportunity to get their books signed and meet the author. Tickets to the event sold out.





Holiday Fundraiser

October 29: The Friends collected used books and held a “Wrap and Chat” event, during which volunteers readied various book donations—from classics to holiday stories—for their Blind Date with a Book Fundraiser to sell throughout the holidays. Each book package contained a gently used book with a teaser description written on the wrapping and with goodies and treats attached. Their holiday fundraiser was a hit!

The Friends extended a call for more volunteers to drop off and wrap books. Approximately 77 books were sold, generating a profit of around \$666. Funds raised were allocated to support the library.



89

Friends & Foundation
Members



183

Donations
Made in 2023



BUILDING CONNECTIONS

Library Communications



247

Emails sent



43.6 %

Email Open Rate



188%

Follower increase
on Facebook



41%

Follower increase
on Instagram

Online Interactions



New Users

4,549



Website Pageviews

285,091 ↑ **28%**



Total Website Users

5,228 ↑ **10%**

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Clearview Library District Board of Trustees



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Clearview Library District Director

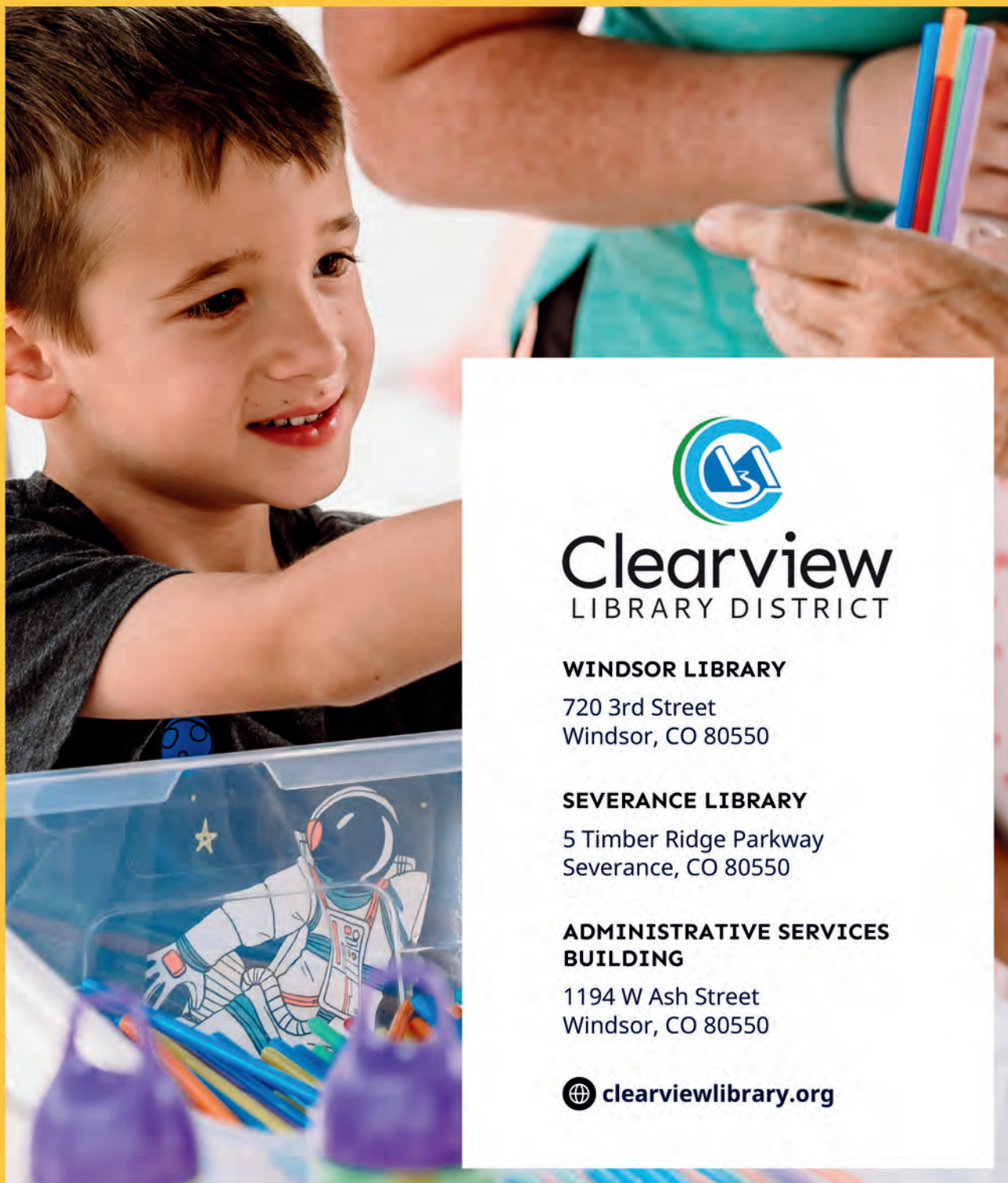


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STAY CONNECTED



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