

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

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 June 27, 2024, Regular Board Meeting (Action)
- Updated Bylaws - William Garcia, Library District Attorney (Discussion, Action)

New Business

- Amended 2024 budget - Ann Kling, Library Director (Action)
- Update on Growth in the District - Ann Kling, Library Director (Information)
- Strategic Plan - 2nd Quarter Update - Ann Kling, Library Director (Information)
- Request for an Ad Hoc Committee to Determine the Feasibility of a Sign for the Main St. Property - Ron Dunworth - Library Board Member (Discussion)
- Ann Kling's Last Board Meeting - Ann Kling, Library Director

Executive Session 1

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

Executive Session 2

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the Purpose of Determining Matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property.

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, August 29, 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 - June 2024

Districtwide Update - Library Director Ann Kling

Highlights

- The ever popular Summer Adventure Program kicked off at the Severance Library on Monday, June 3. The Severance location was a perfect venue for the event. See the Public Services Manager's Report for details.
- The Library Director attended the Friends and Foundation Retreat, which was held on June 19 at the home of President Erica Rose. The new strategic plan was presented by Foundation Director, Cayti Weber-Vowell. New bylaws were reviewed and adopted. Photos of Board members were taken for the website.

Opportunities

- Board Members Kendra Adams and Cole Gerstner continued to work with Consultant June Garcia on the director search. The job is posted through July 7.
- The Long Range Planning Committee met to discuss next steps. Friends and Foundation President Erica Rose and former Friends and Foundation Board Member Jenny Whittington joined the committee by invitation of Library Board member Ron Dunworth. The short-term projects proposed in the facilities plan are now complete and the committee will be monitoring growth in the district and continuing to look for opportunities to solve the need for more space.

Challenges

- Wrapping up a 12-year career as Director of the Clearview Library District is challenging on several levels. There are many files, electronic and paper, that need to be sorted and filed. There is information to be shared with staff. There are many goodbyes to be said. It has been a joy to serve the Board and the residents of the library district for the past twelve and a half years.

Personnel

- Diane Cabrera officially retired from her position as IT Assistant with the Library District.
- Amanda Matl and Trevor Wagner were promoted from Customer Service Specialist and Customer Service lead, respectively, to IT Assistant positions.
- An All Staff meeting was held virtually on Friday, June 7. Updates on the Summer Adventure Program and the Director Search were covered and staff had open time to ask questions.

Board of Trustees Meeting Highlights - June 2024

- The Board received a draft copy of the 2023 Impact Report.
- The revised Collection Development Policy was approved by the Board.
- A Reconsideration of Library Resources Policy was adopted by the Board.

- IT & Technical Services Manager Beth Gallinger was appointed Interim Director effective July 10 and continuing until the new director search is completed.
-

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- The biggest June highlight for Public Services was the official start to our annual Summer Adventure Program, including a hugely successful kick-off event at the Severance Library on Monday, June 3. During the event, we saw approximately 692 individuals (245 of which also visited the bookmobile during the event); this attendance count far surpasses any other SAP kick-off event that we have offered in previous years. This year participants enjoyed: a mobile rockwall (we learned that, if we offer this popular activity next year, we'll need more than one staff member assisting participants with harnesses), visits from the Poudre Heritage Alliance, Reptile and Amphibian Center of the Rockies, a pool-noodle relay race, friendship bracelet making, squirt gun races, and lots more. We were overwhelmed with the success of this program.

Opportunities

- We attended the annual Windsor Severance Fire Rescue open-house on June 8. We attend this annual event with the bookmobile, which provides us a wonderful opportunity to expose the community to bookmobile services, if they aren't already familiar, as well as a chance to engage with Windsor Severance Fire Rescue as one of our community partners. Overall we saw approximately 245 during four hours; incoming rain during the end of the event affected the overall engagement number.
- Our Summer Adventure Program registration / prize check-in desk has been going well at both branch locations. We offer one morning and one afternoon shift per branch, per week. We re-started this approach (after COVID completely changed how we offer Summer Adventure Program) a couple of years ago; it has been beneficial for both patrons and staff to have designated time for participants to check-in and receive prizes. Although patrons are welcome to register and/or collect prizes outside of our desk shifts, they are encouraged to attend the designated times for all things Summer Adventure Program. Anecdotally, at the time of writing this report, our completion numbers are looking strong and will likely edge out over last year's completion rate.
- Although children and adult attendance has been low in Severance, we are seeing decent attendance numbers when we've offered intergenerational programming. This may be the sweet spot (in addition to the wild popularity of early literacy programs) for Severance Library programming.

Challenges

- We attended the Severance Movies in the Park for the first time in June. Unfortunately, we didn't engage with any attendees. Our Mobile Services Supervisor verified the best time for us to be there was before the movie started and, unfortunately, people showed up later than expected. This was the first time Severance has offered movies in the park

and they're still working out the kinks, but we're reassessing if it makes sense for us to be present at these events in the future. With new events, it can occasionally be a toss-up as to whether it makes sense and is a value for us to have library staff on hand to promote services and engage with the community.

- Unfortunately we are seeing an increase in program no-shows for programs that require registration this summer. This means that, if the program has a waitlist, waitlisted patrons are not getting the opportunity to attend the program even when a spot has (in theory) opened up. This is happening despite multiple email reminders that are sent prior to the program. Public Services staff are meeting to discuss measures to mitigate this issue and to encourage patrons to call or access their online account in order to cancel their program attendance, which would thus allow waitlisted patrons to take their empty spots.
- On the afternoon of June 20, Windsor Library received alerts of a tornado warning in the immediate area. Due to the nature of the alerts and weather reports, we made an announcement requesting patrons and staff to report to the basement out of an abundance of caution. No sooner did we get everyone down to the basement than we received word that the threat was no longer imminent. However, we received several compliments from staff and patrons that the issue was dealt with well and the threat was taken seriously.

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

Highlights

- On June 5, the Pika kickoff meeting was held with all key Clearview and Marmot Library Network staff. We went through the timeline, staff roles and started on the big-picture decisions. We are excited to get this project started as it will provide a major upgrade to our current catalog and the ability to highlight our online and library of things collections. Subsequent development meetings are scheduled weekly.
- With two new staff members starting in IT, I looked at several IT training software packages and purchased a one-year subscription to Udemy. Udemy is a large online course provider, and its learning experience arranges coursework into a series of modules and lessons that can include videos and assessment tests. It offers several IT certification training as well as hundreds of technology courses. All IT staff will have required course hours to complete on a monthly basis.
- Since all the opening day collection processing was outsourced and done offsite, there were corrections and updates that needed to happen both on the items physically and in the catalog records. This backlog was completed in June and was a cause for congratulations to our sole cataloger, Pam Lambert, and the rest of the technical services team who helped her.

Opportunities

- The IT team completed their first endpoint manager software demonstration with NinjaOne. Reviews have been mixed but we were unable to complete some of our core

requirements over the four-week demo. Some aspects of the software were promising, but we are not sure if this would be a good fit with our requirements.

- Lalo Maysonet and Beth Gallinger are getting quotes for installing the new RFID bookdrops at the Windsor Library. A site walk was completed to define requirements of the book drop locations as well as the review of sizing for the bin that go under the drops. So far, the project is moving forward.

Challenges

- The IT department is still down a staff member and Amanda Matl, who started last month, is currently part time while she finishes her shifts as a Customer Service Specialist. Amanda will go full time and Trevor Wagner will begin full time in July. We are very excited for this but in the meantime, it is a challenge to keep up with all projects and IT tickets.
-

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- We have been welcoming patron feedback at Severance Library since the day we opened. We opened Severance Library with a limited collection of materials. However, based on patron requests, in June, we were able to add Spanish picture books and Adult large print fiction books. Special thanks to Adult Programming and Collection Development Librarian Jennifer Bradley and Early Literacy Librarian Nancy Milliken for helping us with this endeavor!
- On June 26 the Windsor Library participated in the statewide program, Bike Everywhere Day. I was able to organize the program with special thanks to Natalie Wagner for ordering our swag, and the Friends and Foundation were at our table the day of the event. We were able to interact with over 20 patrons and give out granola bars, water, and stickers. I am hopeful that next year we could grow the event with a bit more advertising.
- The kickoff of the busy summer season has kept our Customer Service Specialists working hard. June 3 was the official start of the Summer Adventure Program, and we saw over 900 checkouts at Windsor Library. We have also seen an increase in checkouts at Severance Library for the month.

Opportunities

- We are sending a lot of video games to Severance Library to fill hold requests. We had originally not planned on having video games at Severance Library because of the game cubes. However, now that we have deaccessioned all the game cubes at Windsor Library, I think we may want to revisit having a video game collection at Severance Library.
- We were informed that our Customer Service Lead Trevor Wagner was leaving us for the IT Department starting on July 1. As a result Supervisors Kailin Kelley, Rob Wygal, and myself used the opportunity to think about how we wanted the position to look going

forward. We will be conducting interviews in July.

Challenges

- The grass at Severance Library became stressed due to the Summer Adventure Program kick-off event (I don't think it was quite ready for so much fun)! As a result, the area had to be closed for five weeks.
 - On June 2 the carpets were cleaned overnight at the Windsor Library. Too much water combined with humidity made a lot of our books warp which I discovered when I came in on June 3. I immediately contacted Director Kling, and she worked with Facilities Manager Lalo Maysonet to bring in a lot of extra fans. It was a very noisy day in the library, but the books were able to be saved!
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June 2024 Usage Stats

Key Takeaways:

- The Summer Adventure Program brought the usual increase in circulation, and the Summer Adventure Program Kick-off event at the Severance Library brought up the program attendance count. It was a very popular time for programs, with long waitlists, particularly for children's events.
- The Summer Adventure Program Kick-off event brought more patrons to the Severance Library. The off-site patron count was down because there are no BAM (Books and More) visits to schools during the summer. As is normal for June, the Windsor patron count was higher than the previous month. However, it did not reach the same number as last year, possibly because some patrons visiting the library for the Summer Adventure Program went to the Severance Library instead; the total patron count was higher than June of last year.
- Database usage is typically low during summer vacation, but June's count was higher than this time last year due to *The New York Times* usage; the library's access to *The New York Times* was featured on the website homepage and on social media.
- With the addition of the library branch in Severance, many stats, including total patrons served, total circulations, and programming, are significantly higher than they were at the same time last year.




About the Dashboards:

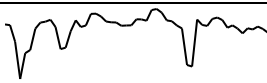
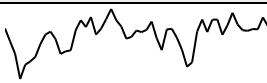
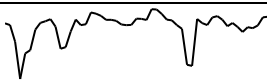


- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2020 (with the exception of programming stats, which start with January 2021), with the end of the line being the most recent month.




About the Metrics:

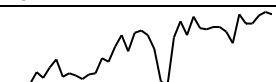


- Patrons Served: This metric counts the number of people who physically visit the library in four possible ways: entering the Windsor Library or Severance Library buildings, visiting the Bookmobile, and attending Outreach events. "Off-site" visitors are a combination of the Bookmobile and Outreach patron 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.

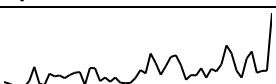
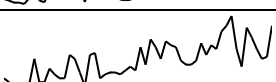
- Website Stats: Pageviews represents the number of times a page on the library website was visited.

Patrons Served			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Windsor Library 10,838	8.53%	-9.12%	
Severance Library 4,870	37.34%	N/A	N/A
Off-site 1,317	-41.26%	-1.57%	
Total 17,025	7.93%	28.35%	

Circulation			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Windsor Library 26,136	13.02%	-11.99%	
Severance Library 8,077	12.16%	N/A	N/A
Off-site 2,130	0.09%	-10.69%	
Total 36,343	11.98%	13.28%	
Digital Circs 11,370	-4.01%	2.75%	
Database Usage 604	-79.57%	25.05%	

Program Attendees			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '21
Windsor Library 1,246	-13.41%	6.68%	
Severance Library 1,750	66.51%	N/A	N/A
Off-site 834	-12.76%	-30.15%	
Total* 3,837	10.67%	61.69%	

Number of Programs			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '21
Windsor Library 62	-3.13%	3.33%	
Severance Library 46	21.05%	N/A	N/A
Off-site 44	0.00%	-30.16%	
Total* 153	3.38%	23.39%	

Program Waitlists			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Waitlisted People 327	354.17%	308.75%	
Waitlisted Programs 33	94.12%	43.48%	

*Totals include online programming.

Cardholders			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Active Cardholders 5,910	1.06%	19.06%	
New Cardholders 429	5.67%	57.14%	

Meeting Rooms, Percentage of Time Booked			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Windsor Meeting Rooms 35.36%	-2.70%	N/A	N/A
Severance Meeting Rooms 19.65%	43.44%	N/A	N/A

Website Stats			
June 2024	% Change from May '24	% Change from Jun '23	Sparklines from Jan '20
Pageviews 34,291	8.21%	41.55%	

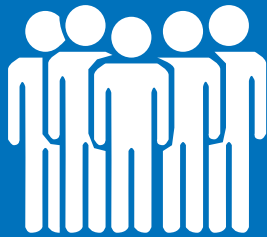
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2024

Patrons Served

87,754



Average Monthly Card Users

5,465



Total New Cards

2,222

Total Card Holders

30,078

Circulation

Physical

182,881

Virtual

70,760



Windsor

150,187

Average Monthly

Severance

20,003

Active Virtual

Bookmobile

11,359

Borrowers

2,459

Total Program Attendance

18,538

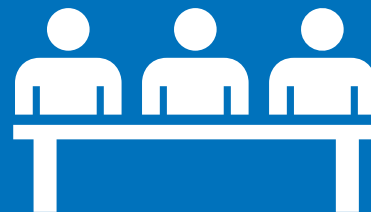
Number of Programs

773



Room Bookings by Patrons

995



Windsor

919

Severance

76

Average Monthly Computer Users

492

Average Monthly WiFi Usage

728

Total Computer Sessions

5,666

Total Website Usage

189,497

REPORTS OF THE LIAISONS - JULY, 2024

Lainie Peltz - Town of Windsor

- Ken Symsack was appointed to District 4. We have a full board now!
- Road work on 7th and Main - southbound 7th from Main is closed for a few weeks.
- Road work on 11th and Main - 11th open with flaggers.

Jennifer Hansen - Weld RE-4 School District

- No report received.

Craig Joseph- Town of Severance

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

Dale Hall - City of Greeley

- Another subdivision called Poudre Heights was approved by the Planning Commission on Tuesday, July 9. It will be a mixed-use development which includes industrial and retail and approximately 1,200 homes. I am working on setting up some sit down meetings with the Windsor School District and would be open to help facilitate whatever we can do with planning for the Clearview presence in Greeley.



June 2024 Treasurer's Report

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

The average monthly yield for June in Colotrust is 5.4069%

Operating Revenue is at 98% of budget and on target to meet budget amounts.

Operating Expenditures are at 40% of the operating budget.

- General operating expenditures are at 67% of the budget. This is due to Severance Grand Opening, Director Search expenses, additional insurance coverage, increased water bills at the Severance branch, and fees that correlate with the timing of the property tax received.
- All other expenditures are projected to be within budget.

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 \$2.4 million to date and are exceeding budget by 157%. The construction was funded through certificates of participation, reserves, and a DOLA grant. A supplemental budget appropriation will be presented in July to account for the roll-over of funds from 2023 to 2024 due to the project expenditure timing.

Change in Fund Balance

- The District is showing a \$4 million increase in fund balance through June. Due to the fact that our revenues are 98% earned, this value will decrease and be more in line with the revised budget as we incur costs through the end 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
June 2024 Financials

	Jun 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$1,119,964	\$8,258,340	\$8,233,544	100%
Specific Ownership Tax	\$22,364	\$141,946	\$245,000	58%
Other Income	\$70,657	\$301,317	\$424,586	71%
Total Operating Revenue	\$1,212,984	\$8,701,603	\$8,903,130	98%
<u>Expenditures</u>				
Salaries and Wages	\$216,324	\$1,230,022	\$2,899,805	42%
Benefits	\$68,260	\$370,210	\$1,021,325	36%
Operating	\$60,696	\$460,632	\$690,505	67%
Materials	\$34,990	\$201,836	\$509,500	40%
IT	\$2,397	\$56,324	\$253,200	22%
Programming	\$4,776	\$31,167	\$87,500	36%
Public Relations	\$3,674	\$42,940	\$124,643	34%
Vehicles	\$4,753	\$7,302	\$26,000	28%
Capital Existing	(\$1,245)	\$47,512	\$250,000	19%
Lease Payment - Branch	\$0	\$55,803	\$356,606	16%
Total Operating Expense	\$394,624	\$2,503,748	\$6,219,084	40%
Operating Revenue Over (Under) Expenditures	\$818,360	\$6,197,855	\$2,684,046	231%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$173,440	152%
Capital - Expansion	(\$87,503)	(\$2,393,116)	(\$1,523,660)	157%
Total Other Financing Sources (Uses)	(\$87,503)	(\$2,130,109)	(\$1,350,220)	0%
Net Increase (Decrease) to Fund Balance	\$730,857	\$4,067,747	\$1,333,826	231%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of June 30, 2024

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	13,540,584.37
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Other Current Assets

1165 - Other receivables	590.00
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1170 - Prepaid Expenses	19,572.71
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Total Other Current Assets	20,162.71
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Total Current Assets	13,560,747.08
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TOTAL ASSETS	13,560,747.08
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - *Accounts Payable	172,002.85
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Total Accounts Payable	172,002.85
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Other Current Liabilities

2112 - Employee Health Insurance Payab	453.63
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2115 - Pera Life Insurance	558.37
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Total Other Current Liabilities	1,012.00
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Total Current Liabilities	173,014.85
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Total Liabilities	173,014.85
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Equity

2860 - Non-Spendable

2860.01 - Prepaid Items	19,573.00
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Total 2860 - Non-Spendable	19,573.00
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2861 - Restricted

2861.01 - TABOR Requirement	135,000.00
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Total 2861 - Restricted	135,000.00
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2862 - Committed

2862.01 - Operating Reserve	2,115,204.00
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2862.02 - Capital Reserve	1,149,236.00
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2862.03 - Long-Term Building	2,641,547.00
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Total 2862 - Committed	5,905,987.00
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2863 - Unrestricted, Unassigned	3,259,425.44
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Net Income	4,067,746.79
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Total Equity	13,387,732.23
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TOTAL LIABILITIES & EQUITY	13,560,747.08
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DRAFT MINUTES

Call to Order

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

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Windsor Liaison Lainie Peltz, City of Greeley Liaison Dale Hall (joined online), and Attorney Bill Garcia

Absent: Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Review of Agenda

Kendra requested that the Executive Session be removed from the agenda.

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

Public Input

No public comment was given.

Director's Report - Ann Kling, Library Director

- Communication and Monthly Statistics
 - Director Kling read aloud a thank you note from the Krieder Family, in which they expressed their love for the library and bookmobile, and said they were grateful for the way staff handled the recent tornado warning. Amanda spoke of how well the tornado warning experience went for staff and patrons.
 - Director Kling referenced the Director's Report and asked if there were any questions. Ron thanked Amanda for her attention to the Customer Service Department's staffing. Cole asked about showcasing the number of people using

the library. Christine responded that the Communications team is working toward updating the district's website with purposefully placed and routinely updated stats. Kendra suggested adding testimonials to the current stats sheet – as a handout.

Jeromey Balderrama exited the meeting at 5:45 p.m.

Follow-Up Questions to Board/Liaison Reports

In addition to the Liaison Report found in the board packet, Dale added that conversation has begun to address how to assist new West Greeley residents within the Weld RE-4 School District and the Clearview Library District in the future.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that the DOLA Grant has been 100% received and that there may be a potential supplemental budget in July due to construction costs of the Severance Library. Lisa said there will be some changes coming concerning property tax, and that those changes might affect the library district. Lisa said that Erin submitted the district's information to the Auditor and awaits to hear if there will be a meeting to review the draft report.

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

Jeromey Balderrama returned to the meeting at 5:50 p.m.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported that their meeting was a retreat. Director Kling attended the retreat and reported on the event. The F&F adopted a two-year strategic plan, updated their By-laws, and are currently reviewing their MOU with the library district. The F&F Director Cayti will be applying for a grant through the Weld County Trust. The F&F hope to use grant funds to help support the 1,000 Books Before Kindergarten Program offered by the library district.

Old Business

- Approve Minutes of the May 31, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Ron Dunworth, second by Cole Gerstner, to approve minutes of the May 31, 2024, Regular Board Meeting; motion passed unanimously.
- Director Search Update - Trustees Cole Gerstner and Kendra Adams
 - Cole reported that the dates set remain the same, the Director Interview dates are Friday, August 16, and Saturday, August 17. The deadline to receive library

director applications is Sunday, July 7. Cole reported that he and Kendra have begun the applicants review process. Kendra reported that the board could view the Drop Box applications, and could note talking points per applicant. Board members stated they would like that option. Kendra will update June Garcia. Cole asked Attorney Garcia some questions about the process. Kendra said everything is on schedule thus far. Cole suggested a potential Special Board meeting for July.

New Business

- Annual Review of the Library Board By-laws - William Garcia, Library Attorney
 - Attorney Garcia reported that the library district's By-laws are reviewed yearly. If board members have suggested changes Attorney Garcia will work on them to create a redline document, and then at the next regular board meeting the board will be able to review the changes.
 - Cole suggested a change to add that the primary location for posting agendas is the Clearview Library District's website, as well as the Windsor Library and the Severance Library.
 - Jeromey inquired, on behalf of a Severance town member, about ratifying the founding members and adding Severance. Attorney Garcia said the Town of Windsor and the Weld RE-4 School District are the founding members. The board held an in-depth conversation about the proposed question and asked questions to Attorney Garcia. In conclusion, the board decided not to entertain ratification of the founding members at this time.
- Collection Development and Reconsideration of Library Materials Policies - Jeromey Balderrama, Board President
 - The Collection Development Policy and the Reconsideration of Library Materials Policy was shared in the board packet. Director Kling reported on the new law C.R.S. §24-90-122 stating that the library district is compliant with it. Director Kling said that only a resident of the library district (within the district's boundaries) can request a reconsideration of a library material.
 - Attorney Garcia spoke to the protection of the privacy of user records, but now the name of a challenger is considered public knowledge. Attorney Garcia added that if and when a reconsideration of a library material happens it will be in the regular board meeting packet.
 - Jeromey proposed adding a link within the Requests for Reconsideration Policy. Attorney Garcia will provide the board with a link.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the updated Collection Development and Reconsideration of Library Materials Policies that

- were delivered to the Board on Monday, June 24, 2024; motion passed unanimously.
- Approve 2025 Holiday Closure Schedule - Ann Kling, Library Director
 - Director Kling reported on the holiday closures. There was discussion about early closure.
 - Motion by Cole Gerstner, second by Kendra Adams, to approve the 2025 Holiday Closure Schedule; motion passed unanimously.
 - Annual Impact Report - Director, Ann Kling, Communications Specialist, Christine Henschler
 - Director Kling commended Christine and her team on the Annual Impact Report. Director Kling reported on the information within the report and noted that the Bookmobile page was a highlight. The board liked the layout and the use of the new branding colors within the report. Christine thanked staff for their stats, sending photos of events, and sharing information of events. Christine thanked Technical Services Assistant Aimee Moore for her work on stats.

New Business

- Appointment of Interim Library Director - Trustees Kendra Adams and Cole Gerstner
 - Cole stated that all board members had the opportunity to meet with Public Services Manager Casey Lansinger-Pierce and IT & Technical Services Manager Beth Gallinger. These were the applicants for the Interim Director position.
 - Cole made a motion to hire Beth Gallinger and for the Interim position to begin July 10 with a salary of \$125,000.
 - Motion by Cole Gerstner, seconded by Ron Dunworth; to select Beth Gallinger as Interim Director; motion passed unanimously.

Upcoming Agenda

Strategic Plan Quarterly Update

Review Housing Data

Policies

1st Reading of the By-laws

Update on Director Search

Adjourn

Motion by Kendra Adams, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 7:19 p.m.

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.

DRAFT

MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: William Garcia, Library District Attorney

Date: July 25, 2024
Re: Updated Bylaws
Item 4.2: Old Business

Background / Discussion

After reviewing the By-Laws at the June meeting of the Library Board, a suggestion was made by Board Member Gerstner to make the official posting location for Library board meetings on the library district's website. The current by-laws do not mention the posting location. The posting location is determined by resolution at the first meeting of the Board in January. The library district's attorney will discuss options at the July Meeting.

MEMORANDUM

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

Date: July 25, 2024
Re: Amended 2024 Budget
Item 5.1: New Business

Background / Discussion

The Library Board adopted the 2024 budget at the January 4, 2024 meeting of the Board. The Severance building project costs were estimated for 2023 year-to-date and 2024. The completion of the project has enabled us to provide a more accurate accounting of the 2023 and 2024 costs.

Recommendation(s)

The Library Director and Library Board Treasurer recommend adoption of the amended budget.

Attachments

2024 Amended Budget Message and Amended Budget

Budget Message – 2024 Amended Budget

Clearview Library District

July 1, 2024

Dear Clearview Library Board of Trustees and Clearview Library District Taxpayers:

The 2024 Amended Budget for the Clearview Library District is presented below.

The third project in the Library District's facilities plan, building a branch library in the Town of Severance, began with a ground-breaking ceremony in May, 2023. The building was open to the public on April 7, 2024. Costs for the completion of the project have been adjusted in the Amended Budget. In addition, the Library District may have an opportunity to improve the property on Main Street in Windsor by adding water and sewer lines as part of a project that is being undertaken by Lot Holding. Lot Holding is developing their property to the east of the library district's property. The Library Board has not yet voted on this improvement.

There are no changes to the operating budget adopted by the Library Board on January 4, 2024. Changes to the capital projects budget can be found in the Amended Budget.

Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2024 budget cycle is \$2,321,924,310, which will generate \$8,233,544 in property tax revenue for the library district. This is a 44% increase in property tax revenue from 2023. Revenue from sources other than property taxes is projected at \$669,586. The total anticipated operating revenue for the Clearview Library District for 2024 is \$8,903,130.

The large increase in property tax revenue can be attributed to oil and gas. 54% of the district's tax revenue comes from the oil and gas industry, 26% is derived from residential, 10% from commercial, and 6% from industrial. The remaining 4% is from agricultural, minerals and vacant land. Oil and gas revenue has helped the district accomplish its long-term building goals.

A lease of \$5,760,000 obtained in 2022 from Glacier Banks, library district reserve funds, and a Colorado Department of Local Affairs (DOLA) Energy Impact Grant of \$500,000 will continue to fund construction costs for the 10,000 sq. ft. branch in the town of Severance.

Highlights of Operating Expenditures

Projected operating expenditures for 2024 are \$6,219,083, a 28% increase over 2023 budgeted expenditures. As the district opens a branch in the Town of Severance there will be increased costs for operations including wages, administration, programming, and materials.

Salaries and Benefits, \$3,921,130 or 63% of the projected expenditures. The district will be adding staff to operate the library in Severance at 40 hours a week. In addition, the library district is adding a facilities supervisor, a customer service manager, an additional IT assistant, programming assistants, mobile services assistants, courier drivers, an accounting assistant, and a communications assistant.

Materials, \$509,500 or 8% of the budget, will be used to purchase additional physical materials and ematerials which continue to grow in popularity.

Lease Payment, \$356,606 or 6% of the projected expenditures. This is the annual payment plus interest on the Glacier Banks lease to fund the construction costs of the branch library in Severance. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

IT, \$253,200 or 4% of the projected expenditures. The library district will be adding a discovery layer to our catalog which will enhance the patron's ability to find library materials.

Capital for Existing Facilities \$250,000 or 4% of the projected expenditures. Security and energy saving improvements will be made to the district's existing facilities.

Operating \$690,505 or 11% of the projected expenditures. Operating expenses include items such as utilities, insurance, security monitoring, auditing, legal, phone service, copier and other costs associated with running our facilities.

Highlights of Capital Expenditures

Construction began on the library branch in Severance in May, 2023. The building was opened to the public on April 7, 2024

The library district purchased the property west of Severance Town Hall from the Town of Severance in January 2022. The library district was also required to purchase 2 water shares. In March of 2022, the district obtained a \$5,760,000 lease from the Bank of San Juan's, Glacier Banks, at a 2.09% rate. A competitive \$500,000 grant was received from the Colorado Dept. of Local Affairs (DOLA). The remainder of the budgeted building costs will come from the library district's reserve funds.

Windsor Library - \$19,735

Severance Project Completion - \$2,500,000

Main St. Property - \$600,000

Clearview Library District 2024 Amended Budget			
	2024 Budget	Amended 2024 Budget	Increase (Decrease)
Revenue			
Property Tax	8,233,544	8,233,544	-
Specific Ownership Tax	245,000	245,000	-
Other Income	424,586	424,586	-
Total Operating Revenue	\$ 8,903,130	8,903,130	-
Expense			
IT	253,200	253,200	-
Materials	509,500	509,500	-
Operating Expenses	690,505	690,505	-
Programming	87,500	87,500	-
Public Relations	124,643	124,643	-
Vehicles	26,000	26,000	-
Salaries and Wages	2,899,805	2,899,805	-
Benefits	1,021,325	1,021,325	-
Lease Payment - Branch	356,606	356,606	-
Capital - Existing Facilities	250,000	250,000	-
Total Operating Expense	\$ 6,219,083	\$ 6,219,083	-
Operating overage to reserves	\$ 2,684,047	\$ 2,684,047	-
DOLA Grant/Severance Branch	173,440	263,008	89,568
Capital Project/Windsor Branch	-	(19,735)	(19,735)
Capital Project/Severance Branch	(1,523,660)	(2,500,000)	(976,340)
Capital Project/Main St. Property Improvement	-	(600,000)	(600,000)
Net Capital Projects Expense	\$ (1,350,220)	\$ (2,856,727)	(1,506,507)

The public is invited to attend the July 25, 2024 meeting of the Library Board at the Windsor Severance Library, 720 3rd St, Windsor, CO 80550, 5:30 pm. The Library Board will be voting to approve the amended budget.

Respectfully submitted,
 Ann Kling, Library Director
 July 19, 2024



RESOLUTION 24-05

RESOLUTION TO ADOPT THE BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING AN AMENDED BUDGET FOR THE CLEARVIEW LIBRARY DISTRICT, Colorado for the calendar year beginning on the first day of January, 2024 and ending on the last day of December, 2024.

WHEREAS, the Library Board of the Clearview Library District has appointed Ann Kling, Director, to prepare and submit an amended budget to said governing body at the proper time; and

WHEREAS, Ann Kling, Director, has submitted an amended budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on July 25, 2024 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

Section 1. That the budget, as submitted, amended and attached be and the same hereby is approved and adopted as the amended budget of the Clearview Library District, Colorado for the year stated above.

Section 2. That the amended budget hereby approved and adopted shall be signed by the President or the Vice-President and made part of the public records of the District.

ADOPTED, this 25th day of July, A.D. 2024.

ATTEST:

Jeromey Balderrama, President
Clearview Library District Board

Clearview Library District Board Member



RESOLUTION 24-06

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENICES, IN THE AMOUNTS FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2024 BUDGET YEAR.

WHEREAS, the Library Board has adopted the amended annual budget in accordance with the Local Budget Government Law, on July 25, 2024; and

WHEREAS, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operation to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND:

Operating Expenses \$ 6,219,083

Capital Outlay \$3,119,735

TOTAL GENERAL FUND \$9,338,818

ADOPTED, this 25th day of July, A.D., 2024

ATTEST:

Jeromey Balderrama, President
Clearview Library District Board of Trustees

Clearview Library District Board Member

MEMORANDUM

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

Date: July 25, 2024
Re: Update on Growth in the District
Item 5.2: New Business

Background / Discussion

The Library Board reviews growth in the library district at their July meeting. The Towns of Windsor and Severance and the City of Greeley provide updated information.

Attachments

Town of Windsor June 2024 Building Permits
Severance Building Permits



BUILDING PERMIT REPORT

June 2024



BY PERMIT TYPE

	Single Family			Multi-Family			Commercial		Industrial		Other*	
	# of Permits	Total Valuation	Total Avg. Valuation	# of Permits	# of Units	Total Valuation	# of Permits	Total Valuation	# of Permits	Total Valuation	# of Permits	Total Valuation
Jan	81	\$27.62M	\$341K	2	13	\$2.29M	1	\$2.65M	0	\$0.00M	87	\$2.03M
Feb	35	\$15.50M	\$443K	2	10	\$2.11M	0	\$0.00M	1	\$1.03M	114	\$3.02M
Mar	67	\$26.92M	\$402K	2	4	\$1.31M	0	\$0.00M	0	\$0.00M	123	\$4.62M
April	81	\$30.57M	\$377K	0	0	\$0.00M	0	\$0.00M	0	\$0.00M	147	\$3.14M
May	51	\$19.88M	\$390K	2	12	\$2.60M	1	\$5.90M	0	\$0.00M	177	\$3.10M
June	21	\$9.19M	\$438K	0	0	\$0.00M	0	\$0.00M	0	\$0.00M	124	\$3.60M
July												
Aug												
Sept												
Oct												
Nov												
Dec												
Total:	336	\$129.69M	\$2.39M	8	39	\$8.30M	2	\$8.56M	1	\$1.03M	772	\$19.51M

* Other includes residential/commercial additions, remodels, or tenant finishes; electrical permits, uninhabitable structures, and similar permits.

** Valuation: The value of labor and materials and does not represent sales prices. Total average is the total value divided by number of permits. Average value is the average of all subdivisions together.



Lot 1, Beethe Subdivision 2nd Filing (Windsor Police Department - 960 N 15th Street)



Lot 1, Windsor Town Center II Subdivision (Breeze Thru Car Wash - 1261 Main Street)



SINGLE FAMILY BUILDING PERMIT OVERVIEW

MONTHLY SUMMARY

Permits Issued	21
Average Valuation	\$437,852
Permit Ready Lots	1,090
Lots Requiring Further Review	0

PERMITS BY SCHOOL DISTRICT

District	Monthly Total	YTD
RE-4 Weld	11	320
PSD Larimer	10	14
R2-J Larimer	0	2

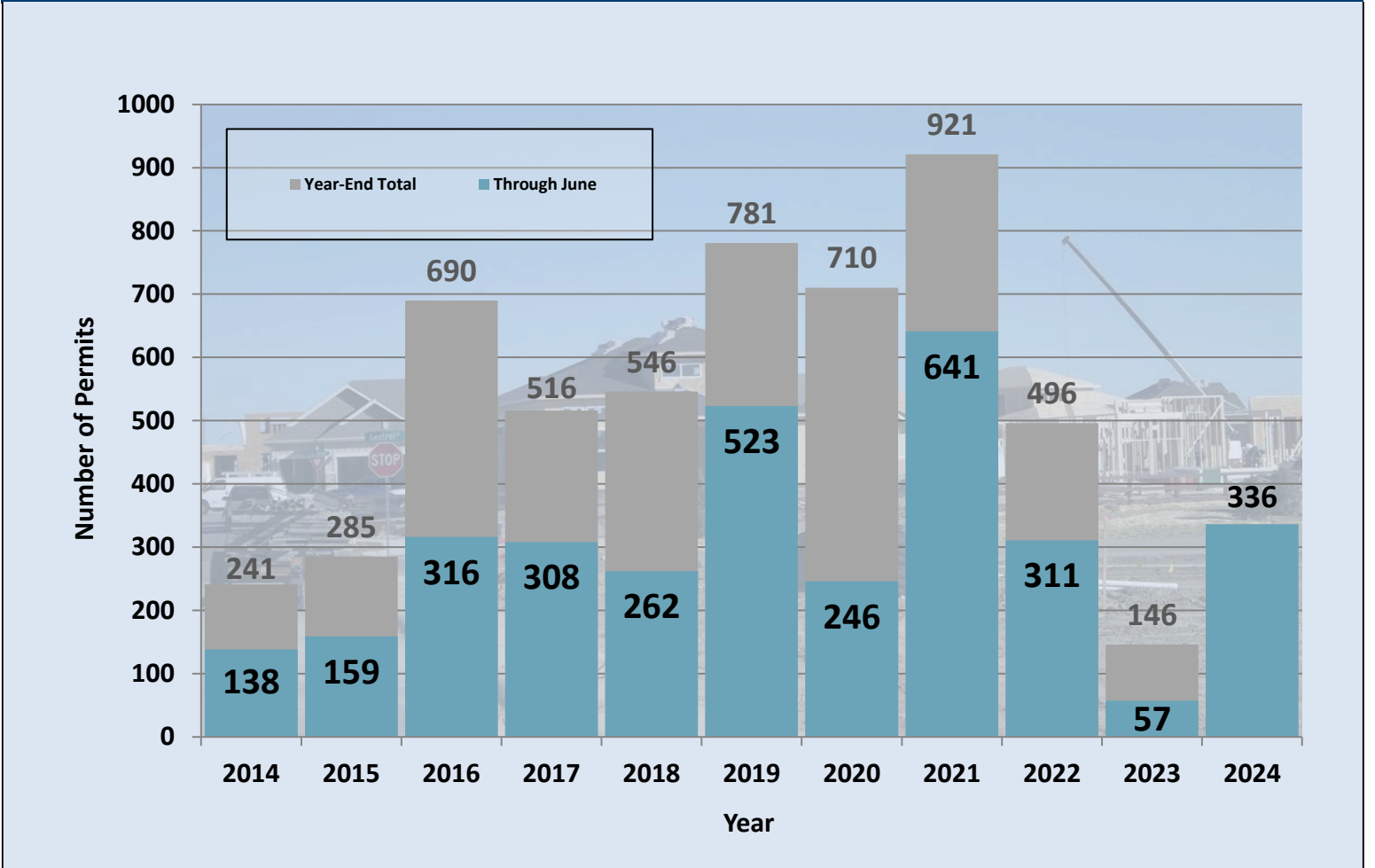
TOP PERMITS BY SUBDIVISION

Fossil Creek Ranch Filings 1-2	10
Poudre Heights 3rd Filing	6
Tacincala (Prairie Song) 1st Filing	2

LOTS BY COUNTY

County	Total Lots	Permit Ready Lots
Larimer	2,207	209
Weld	5,574	881

YEARLY COMPARISON—SINGLE FAMILY DETACHED PERMITS ISSUED



SINGLE FAMILY PERMITS ISSUED BY SUBDIVISION

SUBDIVISIONS	Zone Dist.	Total Lots	Permits Issued				Lots Remaining	Permit Ready Lots	Lots Needing Further Approval	School Dist. ²	Utility Service	Final Approval Date	Average Monthly Valuation Per Subdivision
			Total Issued	**Total Units Issued	Permits this Month	Units this Month							
Bison Ridge	RMU-1	111	110			1	1	0	PSD	E	2/11/02		
Brunner Farm (New Windsor)	RMU-1	313	310			3	3	0	RE-4	A	12/18/96		
Fossil Creek Ranch Filings 1-2	RMU-1	260	87		10	173	173	0	PSD	A	9/29/20	\$439,689.66	
Fossil Ridge (Phases 1 - 5) (Belmont Ridge and Highlands Ridge)	ER	297	293			4	4	0	R2-J	C	7/12/04		
Governor's Farm 5th Filing	SF-1	5	5			0	0	0	RE-4	A	5/18/20		
Greenspire (Phases 1-9)	RMU-1	503	224			279	279	0	RE-4	A	5/11/05		
Highland Meadows Golf Course (Phases 1a, 2, 3, 4, 5, 7 & 11) (north side)	ER	424	424			0	0	0	PSD	C	3/10/03		
Highland Meadows Golf Course (Phases 4, 6, 9 and 11) (south side)	ER	231	231			0	0	0	R2-J	C	3/10/03		
Highpointe (Phases 1, 2, 3, & 4)	ER	377	377			0	0	0	R2-J	C	10/24/05		
Hilltop Estates (Pelican Hills)	ER	88	83			5	5	0	RE-4	B	4/26/99		
North Shores Estates	ER	45	44			1	1	0	RE-4	B	9/26/94		
Park Addition 5th Filing		3	3			0	0	0	RE-4	A	1/29/14		
Poudre Heights 3rd Filing	RMU-1	226	46		6	180	180	0	RE-4	A	11/25/19	\$440,597.86	
Providence Farm Subdivision 10th	ER	3	1			2	2	0	RE-4	A	7/9/20		
Raindance Subdivision Filings 2-6, 8, 9, 15-17, 19	PUD	1,504	1,370		1	134	134	0	RE-4	A	7/10/17	\$463,843.16	
Ranch at Highland Meadows (Steeplechase)	ER	243	239			4	4	0	R2-J	D	10/25/99		
RidgeWest	PUD	115	114			1	1	0	PSD	A	8/29/97		
Shutts 3rd Filing	RMU-1	30	20			10	10	0	PSD	C	10/23/17		
South Hill Subdivision 1st and 2nd Filings	RMU-1	248	224			24	24	0	RE-4	A	5/9/16		
Tacincala (Prairie Song) 1st Filing	RMU-1	213	83		2	130	130	0	RE-4	A	10/25/21	\$448,158.43	
The Ridge at Harmony Road Filings 1-3	RMU-1	969	964			5	5	0	RE-4	H	4/25/16		
Trautman 2nd Filing (The Farm at Water Valley)	ER	3	1			2	2	0	RE-4	A	5/17/06		
Trautman 5th & 6th Filing	SF-1	229	165		2	64	64	0	RE-4	A	6/22/23	\$397,125.91	
Ventana	ER	48	45			3	3	0	RE-4	B	7/10/00		
Village East (Filings 8-9)	RMU-1	133	133			0	0	0	RE-4	A	6/14/21		
Water Valley 6th Filing	RMU-1	45	43			2	2	0	RE-4	A	11/2/00		
Water Valley South	RMU-1	853	808			45	45	0	RE-4	A	5/6/04		
Westwood Village 2nd Filing	SF-1	145	143			2	2	0	RE-4	A	12/8/97		
Windsor Villages at Ptarmigan	RMU-1	117	101			16	16	0	PSD	C	10/25/19		
Totals		7,781	6,691	0	21	0	1,090	1,090	0			\$437,852.17	

Zoning

ER - Estate Residential (Sewer)
 SF-1 - Single Family Residential
 RMU-1 - Residential Mixed Use
 RMU-2 - Overland & Tacincala
 SF-2 - Trevenna & Tacincala

School District

RE-4 - Weld County RE-4
 PSD - Poudre School District
 R2-J - Thompson School District

Utility Services Index

- Town of Windsor Water & Town of Windsor Sewer
- Town of Windsor Water & Septic System
- Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.
- Ft. Collins/Loveland Water District & Septic System
- Ft. Collins/Loveland Water District & Town of Windsor Sewer
- North Weld Water District & Septic System
- North Weld Water District & Town of Windsor Sewer
- North Weld Water & Box Elder Sewer



UNPLATTED SINGLE-FAMILY RESIDENTIAL PROJECTS

SUBDIVISIONS

	Zoning	Status	# of	School	Utility	Date
Harmony Master Plan	ER	MP	485	RE-4	A	7/27/09
River Ridge East Master Plan	RMU-1	MP	132	RE-4	E	5/28/97
Trevenna	SF-2	MP	262	RE-4	A	5/10/22
Tacincala Master Plan	RMU-1/ PUD	MP	1917	RE-4	A	12/18/06
Tacincala Master Plan (Collette Farm)	RMU-1	MP	618	RE-4	A	3/28/11
Great Western Industrial Park Master Plan	RMU-2/ GC	MP	2000	RE-4	A	6/13/05
Overland Master Plan	PUD	MP	691	RE-4	A	3/23/20
			TOTAL:	6105		

KEY

MP - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.

UR - Under Review - This project is currently being reviewed by town staff and has not yet been approved.

IA - Inactive - Projects not actively under review

Zoning

ER - Estate Residential (Sewer)

SF-1 - Single Family Residential

RMU-1 - Residential Mixed Use

RMU-2 - Overland & Tacincala

SF-2 - Trevenna & Tacincala

School District

RE-4 - Weld County RE-4

PSD - Poudre School District

R2-J - Thompson School District

Utility Services Index

A. Town of Windsor Water & Town of Windsor Sewer

B. Town of Windsor Water & Septic System

C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.

D. Ft. Collins/Loveland Water District & Septic System

E. Ft. Collins/Loveland Water District & Town of Windsor Sewer

F. North Weld Water District & Septic System

G. North Weld Water District & Town of Windsor Sewer



MULTI-FAMILY BUILDING PERMIT OVERVIEW

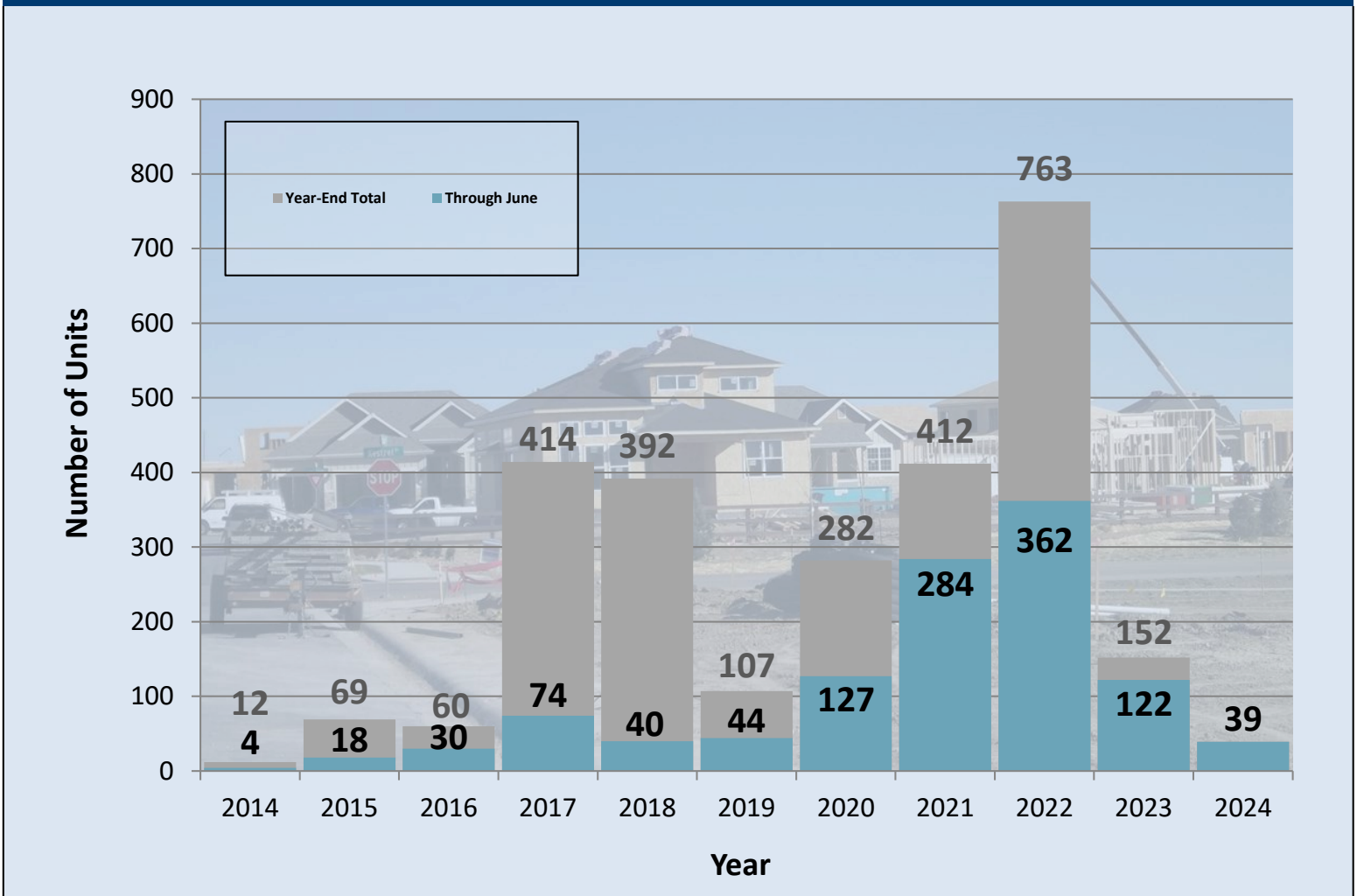
MONTHLY SUMMARY

Permits Issued	0
Number of Units	0
Total Valuation	\$0
Permit Ready Lots	192
Lots Requiring Further Review	0

UNITS BY SCHOOL DISTRICT

District	Monthly Total	YTD
RE-4 Weld	0	35
PSD Larimer	0	0
R2-J Larimer	0	4

YEARLY COMPARISON—DWELLING UNITS PERMITTED





MULTI-FAMILY PERMITS ISSUED BY SUBDIVISION

SUBDIVISIONS	Zoning	Total Lots/Units	MF Units			Units/ Lots Remaining	Permit Ready Lots/Units	Lots Needing Further Approval	School District ²	Utility Service	Final Approval Date
			Total Issued	This Year	This Month						
Eagle Crossing (Buckingham) (Apartments)	PUD	353	353			0	0	0	R2-J	C	2/8/22
Greenspire (1st filing) (Attached-duplex)	RMU-1	84	84	4		0	0	0	RE-4	A	10/15/21
Greenspire (4th filing) (Attached-townhomes)	RMU-1	93	7	7		86	86	0	RE-4	A	10/15/21
Highland Meadows Golf Course 12th (Condos)	RMU-1	96	88			8	8	0	R2-J	C	10/26/15
Highland Meadows Golf Course 15th (Townhomes)	RMU-1	100	80	4		20	20	0	R2-J	C	8/26/19
Raindance 11th Filing (Condos)	PUD	160	136	24		24	24	0	RE-4	A	7/27/20
Raindance 12th Filing (Apartments)	PUD	525	499			26	26	0	RE-4	A	11/9/20
Raindance 20th Filing (Townhomes)	PUD	102	102			0	0	0	RE-4	A	1/18/22
Shutts (3rd Filing) (Duplex, Triplex, Townhomes)	RMU-1	70	66			4	4	0	PSD	C	10/23/17
Village East 10th-11th Filing (Apartments)	RMU-1	96	96			0	0	0	RE-4	A	10/5/22
Water Valley South (8th filing)(Attached)	RMU-1	28	4			24	24	0	RE-4	A	6/9/08
Totals			1,515	39	0	192	192	0			

* Multi-Family is defined as duplexes, triplexes, fourplexes, fiveplexes, sixplexes, apartments and condominiums.

UNPLATTED MULTI-FAMILY PROJECTS

SUBDIVISIONS	Zoning	Status	Total Lots	School District	Utility Service	Final Approval Date
Fossil Creek Meadows Master Plan	RMU-1	MP	469	PSD	C	1/19/06
Great Western Master Plan	RMU-1	MP	396	RE-4	A	11/13/06
Greenspire (Senior housing) Master Plan (80-100 units)	RMU-1	MP	80	RE-4	A	4/15/04
Tacincala Master Plan	RMU-1/PUD	MP	475	RE-4	A	12/18/06
Tacincala Master Plan (Collette Farm)	RMU-1	MP	369	RE-4	A	3/28/11
			1,789			

Key

MP - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.

UR - Under Review - This project is currently being reviewed by town

Utility Service Index

- A. Town of Windsor Water & Town of Windsor Sewer
- B. Town of Windsor Water & Septic System
- C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation District
- D. Ft. Collins/Loveland Water District & Septic System

Zoning

- RMU - Residential Mixed Use
- MF-1 - Low Density Multifamily
- PUD - Planned Unit Development

School District

- RE-4 - Weld County RE-4
- PSD - Poudre School District

- E. Ft. Collins/Loveland Water District & Town of Windsor Sewer
- F. North Weld Water District & Septic System
- G. North Weld Water District & Town of Windsor Sewer



COMMERCIAL BUILDING PERMIT OVERVIEW

COMMERCIAL PERMITS ISSUED BY MONTH

	Project Name	Address	Description
January	East Pointe Commercial Core Building	407 Pointe Plaza Dr.	6,141sqft new ground-up commercial building.
February	N/A		
March	N/A		
April	N/A		
May	Traverse Church	1010 Automation Dr.	19,475sqft new ground-up pre-engineered building.
June	N/A		
July			
August			
September			
October			
November			
December			



INDUSTRIAL BUILDING PERMIT OVERVIEW

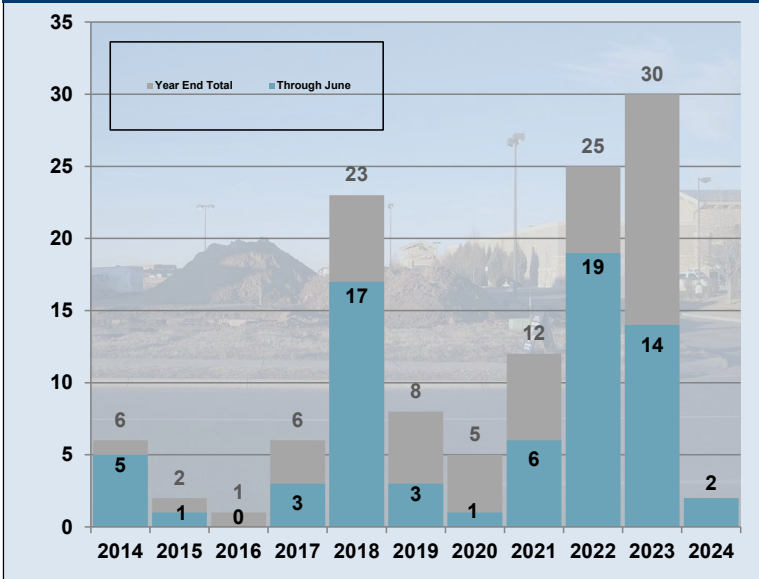
INDUSTRIAL PERMITS ISSUED BY MONTH

	Project Name	Address	Description
January	N/A		
February	Universal Forest Products	15 E Walnut Street	New 40 X 65 Metal Building for storage.
March	N/A		
April	N/A		
May	N/A		
June	N/A		
July			
August			
September			
October			
November			
December			

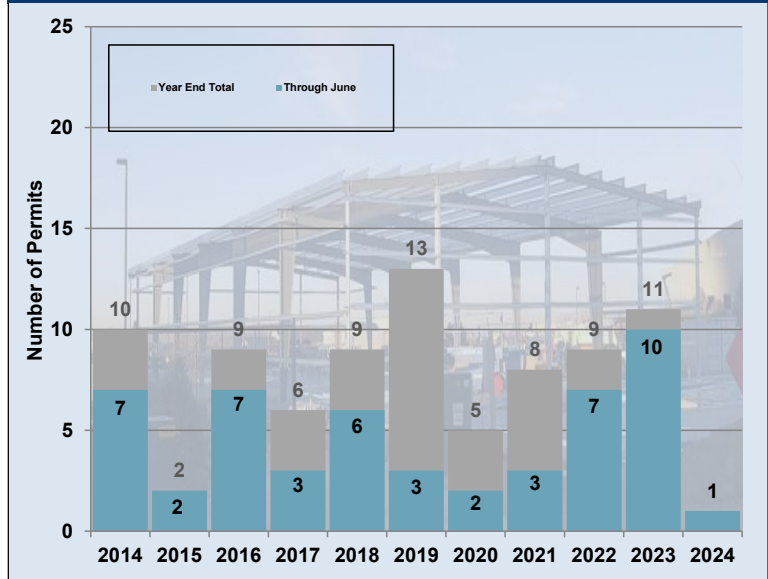


COMMERCIAL/INDUSTRIAL BUILDING PERMIT OVERVIEW

COMMERCIAL YEARLY COMPARISON



INDUSTRIAL YEARLY COMPARISON



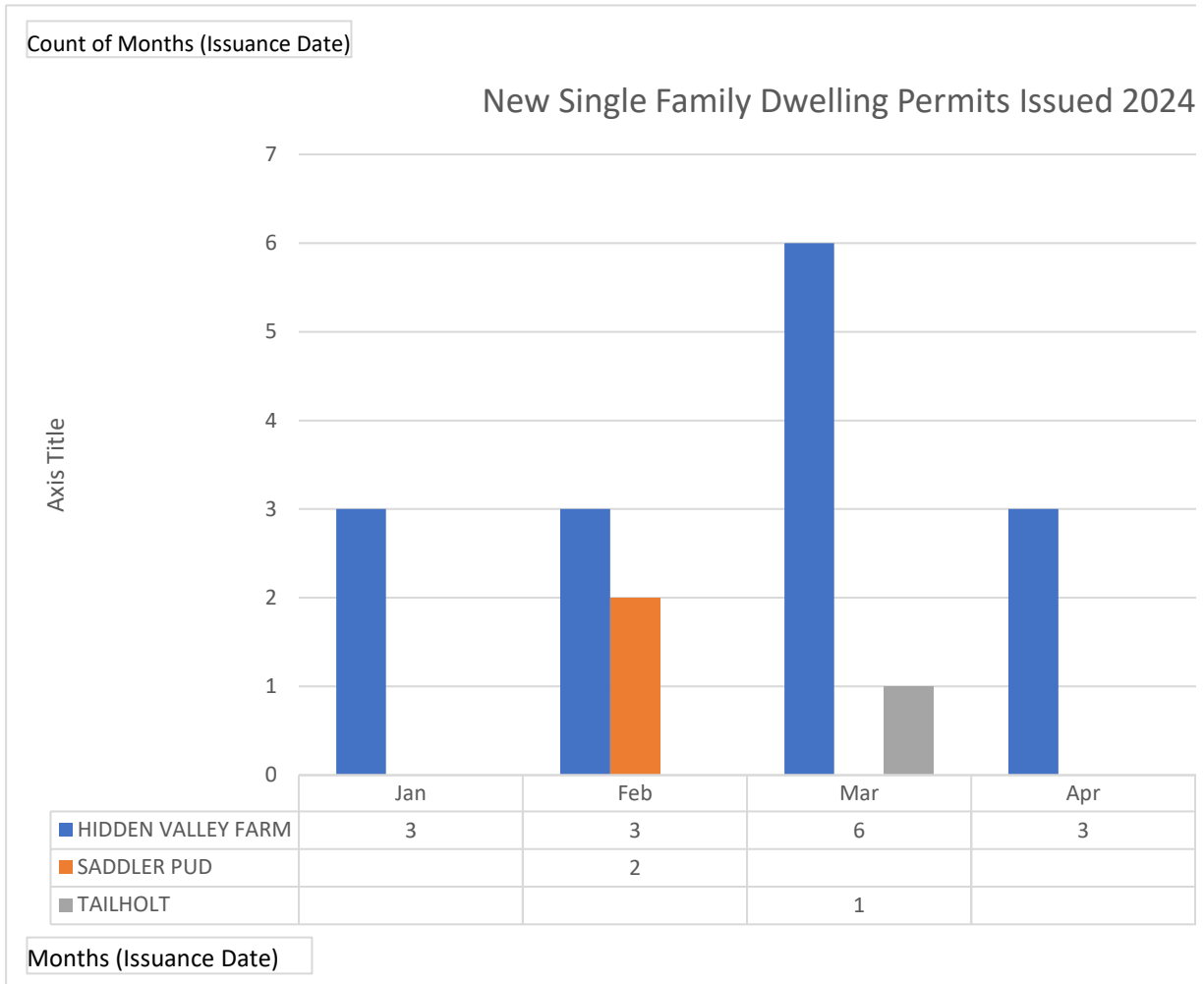


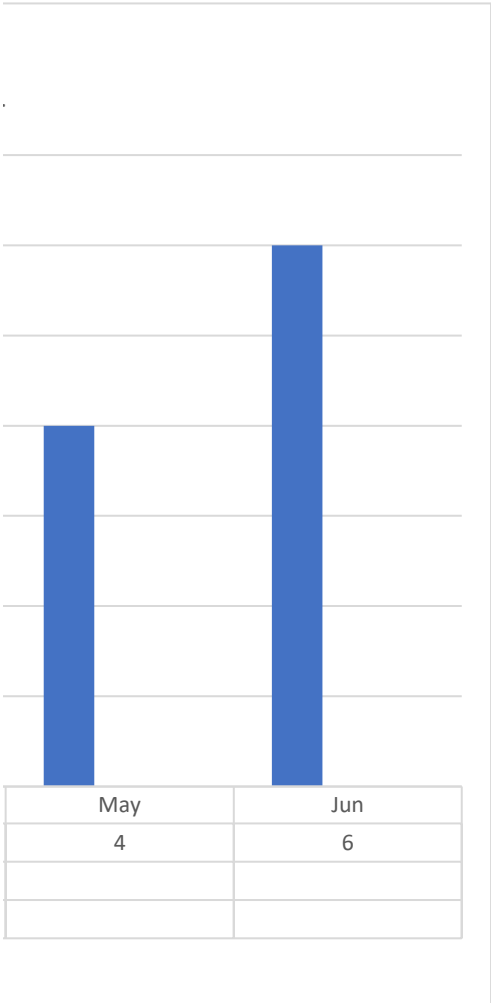
ADDITIONAL INFORMATION CAN BE FOUND AT

windsorgov.com/planning | 970-674-3490



Count of Months (Issuance Date)	Column Labels			
Row Labels	HIDDEN VALLEY FARM	SADDLER PUD	TAILHOLT	Grand Total
Jan	3			3
Feb	3	2		5
Mar	6		1	7
Apr	3			3
May	4			4
Jun	6			6
Grand Total	25	2	1	28





MEMORANDUM

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

Date: July 25, 2024
Re: Strategic Plan - 2nd Quarter Update
Item 5.3: New Business

Background / Discussion

The Management Team reports quarterly on progress of action items from the 2024-2025 Strategic Plan, Together Forward. The report will be posted to the Library District's website.

Attachments

2024 Q2 Report on Together Forward, 2024-2025

COMMUNICATION

Q2 REPORT - UPDATES



PROGRESS ON ACTION STEPS:

Update the Library District's Marketing Plan

The branding overhaul and development of a detailed framework for the updated marketing strategy are still in progress. In Q2, the Communications Specialist formulated comprehensive content marketing strategies and plans. These will play a central role in highlighting Library District programming, events, resources, and services through a method of platform cross-functionality, enhancing outreach efforts and awareness.

Make revisions and updates to the Library District's website

In Q2, the focus was on enhancing the Room Reservations feature, resolving the homepage display issue, and successfully mapping the test site domain. Various Library District policies, including the Meeting Room Policy, Privacy of User Records Policy, Collection Development Policy, and Requests for Reconsideration Policy, have been updated, or revised, and added to the website. Enhancements were made to the visibility and location of the Hours and Locations link on the homepage, mailing address details were added to the Contact Us page, new images replaced outdated ones, and updates were made to various resources and pages such as Free Internet availability, Lobby Stops, Explore Kits, Book Clubs, PAWS for Reading pages, FAQs, and Support & Donate. Additionally, the website underwent improvements for site spam management, intranet organization, Summer Adventure Program information and registration form accessibility, Library District email subscription capabilities, and domain mapping testing. The programs and events menu, age group pages, my reservations section, and a dedicated FAQ area were restructured. These enhancements enhance the user experience and information accessibility.

Explore radio advertising

As of Q2, the responsibility for coordinating the quarterly schedule for broadcasting Library District content on local radio stations has been transferred to the Communications Assistant. Upon receiving the radio station's contact information, the Communications Assistant will begin coordinating ads with the stations. This transition allows for more streamlined and efficient management of the broadcasting schedule.

Explore clearer ways to provide usage data to the public

For Q2, the Communications Staff are still coordinating monthly social media posts featuring library statistics and accomplishments. Additionally, quarterly infographic handouts featuring statistics from Q1 through Q2 have been completed and shared. These informative and engaging updates highlight the Library District's impact on the community.



ACTION STEPS IN PROGRESS:

Tap into various groups, such as active senior adults, the teen advisory group, etc., to find the best avenues of communication and interests.

Reinstitute Beyond the Books, the Library District's citizen leadership academy, and Library Road Shows.

Increase public presentations on a variety of topics related to the library at clubs, board meetings, and other civic groups.

IT/TECHNOLOGY

Q2 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Purchase and implement a Discovery Layer for the Library District's online catalog.

The Pika Kickoff meeting was held on June 5th and weekly development meetings are currently taking place weekly. We currently have a test site where the IT and technical services departments can work on configuration.

Provide photos and descriptions of items in Explore Kits for the Library District's online catalog.

Pika will allow us to use custom photos to display in the new library catalog. A new process has been developed for this work and initial

Increase the visibility of the Explore Kit collection within the library.

A space was identified in the new Severance Library where a few Explore Kits can be displayed. It is with the new items and we have the possibility of expanding it.



PROGRESS ON GOAL 2 & ACTION STEPS:

Work with Weld-RE4 to simplify the registration process.

Same as Q1: Sent Weld RE4 staff information regarding student accounts and the information needed to create a card.



ACTION STEPS IN PROGRESS:

Educate teachers and other school staff on the process and resources available.

PARTNERSHIPS

Q2 REPORT - UPDATES

Establish a Memorandum of Understanding with all major partners.

Initial discussions with key stakeholders (Weld RE-4, for instance) have begun to introduce the idea of establishing a formal MOU. Nothing has been drafted yet.



ACTION STEPS IN PROGRESS:

Review and evaluate all current partnerships.

PROGRAMMING

Q2 REPORT - UPDATES



PROGRESS ON GOAL 3 & ACTION STEPS:

Hire a consultant to initiate a community assessment to ensure the Library District is meeting the needs and wants of our community through library programs and services.

This goal will be initiated in 2025, once the library is under new leadership and has the resources (time, budget, etc.) to conduct a community-wide assessment.

Increase access to programs by providing an array of registration and attendance options and by considering the scheduling of programs in order to best accommodate working vs. non-working parents and/or caregivers.

Additional programs have been added to the list of programs that do not require registration. This includes programs offered for all ages.

Formalize the program assessment process and identify a threshold for discontinuing or re-assessing available programs.

As the Summer Adventure Program (SAP) wraps up, public services staff will start the work to establish a formal program assessment process.

SPACE

Q2 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Work with the contractor to complete the building project by the spring of 2024.

Goal Completed.

Open the building for the public by April 2024.

The Ribbon Cutting/Grand Opening was held on April 6, 2024, from 1-3 p.m. Over 700 people were in attendance.



PROGRESS ON GOAL 2 & ACTION STEPS:

Launch a social media campaign to promote library meeting rooms.

The Communications Staff took various photos of the meeting rooms at the Severance Library branch and is committed to keeping the momentum moving in the next quarter to promote the Library District's Meeting Room Reservations for both locations using various marketing strategies.

Advertise meeting room space in local publications.

The Communications Staff will regularly showcase the availability of Meeting Room reservations in the district's one-page digital ad, which is included in the monthly "Town Scoop" digital newsletter from the Town of Severance. Additionally, a digital template was created and displayed on TVs at the Windsor and Severance Library Branches to prompt patrons to reserve Meeting Rooms.

Simplify the booking process.

Booking rooms for same-day reservations are now available outside of each room and at the circulation desk and doesn't require staff approval.

Monitor the use of newly created spaces at the Windsor Library... as well as the meeting rooms, spaces and areas in the new library branch in Severance.

Blue armchairs were re-assigned to space outside the Quiet Space and 2 new tables and 8 chairs were placed in front of the west window to provide more workspace for adults.

SPACE

Q2 REPORT - UPDATES



GOAL 4 ACTION STEPS IN PROGRESS:



MEMORANDUM

To: Library Board of Trustees
Via: Ann Kling, Library Director
From: Ron Dunworth, Library Board Trustee

Date: July 25, 2024

Re: Request for an Ad Hoc Committee to Determine the Feasibility of a Sign for the Main St. Property

Item 5.4: New Business

Background / Discussion

At the June meeting of the Long Range Planning Committee, the idea of having a sign to advertise library programs and events on the Main Street property was brought up. Trustee Dunworth is recommending establishment of an Ad Hoc Committee to explore the options.