

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 - Beth Gallinger, Interim Library Director

- Communication
- Monthly Statistics

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - Lisa Gagliardi, Treasurer

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

- Approve Minutes of the August 29, 2024, Regular Board Meeting (Action)
- Approve Minutes of the September 9, 2024, Special Board Meeting (Action)
- Summer Adventure Program Update - Casey Lansinger-Pierce, Public Services Manager (Information)
- Main St. Property Update from John Hall, Lot Holdings, LLC - Beth Gallinger, Interim Library Director (Information)

New Business

- Budget and Staffing Assumptions for 2025 - Beth Gallinger, Interim Library Director (Information)
- Salary Survey/Work Study - Beth Gallinger, Interim Library Director (Information)
- Colorado Association of Libraries Conference Reports - Jeromey Balderrama, Board President, Casey Lansinger-Pierce, Public Services Manager (Information)
- Approve the 2025 Library Board Calendar - Beth Gallinger, Interim Library Director (Action)
- Naming of the Clearview Library Director and Approval of the Director Employment Contract - Jeromey Balderrama, Board President (Action)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, October 30, 2024, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, November 21, 2024, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, December 5, 2024, 5:30 p.m. – Severance Library and Zoom



Board of Trustees Regular Meeting

September 26, 2024 • 5:30 p.m.

Windsor Library

720 3rd St., Windsor

[Join via 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 - August 2024

Districtwide Update - Interim Library Director Beth Gallinger

Highlights

- On August 24, the library took an active role in Severance Days, contributing to the community celebration in several ways. We participated in the parade, enhancing our visibility and engagement with attendees. Additionally, we hosted a booth at the event, where we provided information about our services and upcoming programs. The Bookmobile was also present, offering a hands-on experience with our mobile library resources. These efforts allowed us to connect with the community, promote our offerings, and foster a greater sense of involvement and support within the area.
- On August 22, Trustees Balderrama and Gagliardi, Interim Director Gallinger, and Financial Specialist Mitchell convened with our auditor, Jim Hinkle, to thoroughly review the 2023 audit. During this meeting, we examined the audit findings in detail and discussed various aspects of our financial management and reporting processes. We are pleased to report that the audit concluded with no issues or concerns. This positive outcome reflects our commitment to maintaining rigorous financial standards and effective oversight.

Opportunities

- The CAHEC's "Be Mindful" exhibit, a mobile and interactive tool designed to address mental health stigma, will be on display at both the Severance and Windsor libraries from October 11 to November 1. This engaging exhibit aims to spark conversations and provide valuable insights into mental health by presenting facts and sharing the experiences of fellow Coloradans. It offers an opportunity to explore and better understand this crucial topic that affects everyone.
- We are currently in the process of acquiring quotes for the installation of an access control system at the Windsor Library. This upgrade is intended to enable after-hours usage for the Pikes Peak meeting room, thereby extending access to library resources beyond regular operating hours. We anticipate that the installation will be completed by the end of the year, enhancing both the security and accessibility of our facilities for the benefit of our patrons.
- The application period for the Clearview Library District Board of Trustees is now open. Any resident of the Clearview Library District interested in serving a three-year term, starting January 2025 is invited to submit a letter of interest along with a completed application. Applications should be sent to the Library Board President, Clearview Library District, 1194 W. Ash St., Windsor, CO 80550, and must be received by Sunday, September 29, 2024.

Challenges

- The recent rainfall over the past month has resulted in roof leaks at both of our libraries, as well as a leak beneath the staff patio door at the Severance Library. Additionally, we

have encountered several landscaping issues at Severance Library, including a persistent leak and maintenance concerns. These challenges are further exacerbated by the current absence of a Facilities Supervisor on staff, which has made addressing these problems more difficult. We are actively working to resolve these issues and are seeking solutions to mitigate their impact on our operations.

Personnel

- Final interviews for the Director of Clearview Library District took place on August 16 and 17. Four candidates were interviewed, and several events took place for the staff and public to get to know the candidates.
- Interviews for the Facilities and Fleet Maintenance Supervisor took place on August 29. We hope to have this position hired and a new staff member beginning in early September.

Board of Trustees Meeting Highlights - August 2024

- The annual state grant was approved by the board and signed by Interim Director Gallinger and President Balderrama. This grant allows the library to purchase additional early literacy resources.
- The Ad Hoc Committee to determine the feasibility of a sign reported progress with the Town of Severance and a possible agreement between the organizations.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- We hosted our annual end-of-the-year summer carnival in late August. This year, in dedication of our late colleague Heather Montgomery, we named the carnival Heather's Summer Carnival. We also featured a poster with Heather's picture and a QR code that directed to a donation page for cancer research. Heather organized the carnival every year for many years, so this was our way to honor her legacy. Several local publications featured the event -- specifically the nod to Heather -- online and in print. Overall, we welcomed just under 500 community members, which was up from 2023.
- Our passive library cache program has been a hit. Developed by Children & Family Services Librarian Trisha Parsons and Adult Services Assistant Sarah Strawn the Severance Library cache received 30 signatures (which indicates a patron found the cache in the library) at Severance Library and 23 at Windsor Library. This proves to us that passive programs are a valuable activity to offer at both libraries.
- As we wrapped up the Summer Adventure Program and began to assess feedback and statistics, we were thrilled to see how significantly our registration and completion numbers increased from previous years. Our annual goal is to reach 20% or more of completion across all age groups; we're happy to report that we not only reached this for every age group, but went beyond this number (in some cases close to 50% completion).
- We featured a very popular back-to-school ice cream social program in late August and

welcomed just under 100 attendees. In addition to a sweet treat, we provided a variety of ice-cream-themed activities. This program was so popular that the programming staff would like to make it an annual event.

Opportunities

- As part of our strategic plan, Casey Lansinger-Pierce will begin focusing heavily on meeting with key district partners (Town of Windsor, Town of Severance, Weld RE-4 School District) to establish MOUs. We hope to have more to share soon in regards to these important agreements.
- As always, August is spent attending back-to-school events and the Weld RE4 School District convocation event. We love these opportunities to connect with staff, students, and families and to share all the resources that the library offers. We also give out fun swag during these events so that attendees can take away something that features our branding/logo; this helps us further brand and name recognition in the community.
- Due to several patron requests, we've been able to begin offering an after-school chess program for school-aged patrons. Thankfully, we have program staff members who are skilled in chess; so far, the program is off to a successful start.

Challenges

- Adult Services Assistant Sarah Strawn will be going on maternity leave soon (likely in late September or early October). This leaves an already small department down to two staff members to oversee programs, services, collections, and Lobby Stops. Thankfully we will get significant assistance from Youth Services Assistant Courtney Haris during Sarah's leave.
- Interviews were held for a part time Youth Services Assistant and the job was offered to a candidate we were very excited about. However, they turned down the position because of the cost of childcare not aligning with our hourly rate offer. We have not had very many other qualified candidates, so the Youth Services Supervisor and Youth Services Supervising Librarian decided to wait to explore adding this position until early 2025. In the meantime, we have added a few additional weekly hours to Youth Services Assistant Cristin Altepeter's schedule.
- We're struggling to find new bookmobile stop locations in our West Greeley boundary. This isn't a new issue, but something that we're noticing more and more. We recently tried out a new stop at a West Greeley apartment complex. The Manager was thrilled to help us advertise the stop, but we had to pull it after four visits due to low/no turnout.

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

Highlights

- We have recently introduced 37 new explore kits for our patrons, with an enhanced emphasis on makerspace activities, including woodworking, jewelry making, and metal embossing. The response from both the public and staff has been overwhelmingly

positive. For instance, one piece of feedback highlighted a young patron's excitement upon discovering the origami kit among our new offerings. She was delighted with the paper included in the kit and enthusiastically shared her knowledge of origami, along with her plans to master new folds.

- We have recently acquired the Einstar 3D scanner, which will enable us to scan objects, edit them, and produce copies using our 3D printers. This new capability will allow us to replace broken pieces, create custom figurines, and generate tailored prints for programs that would otherwise be infeasible.

Opportunities

- We have been extensively reviewing and refining our after-hours processes, training protocols, and security measures to enhance their efficiency and effectiveness for all stakeholders. These improvements are set to be implemented on September 3. Both patrons and staff are eagerly anticipating the transition.
- We have significantly increased our meetings and collaborative efforts with our programmers, which has allowed us to gain a more comprehensive understanding of their requirements and challenges. This heightened level of engagement is facilitating a clearer view of how we can better support their needs and enhance the library's offerings. By addressing these insights, we aim to make informed improvements to both our existing programs and future initiatives, ultimately enriching the overall experience for our patrons and staff.

Challenges

- We have encountered challenges with our existing instant restore software, prompting us to upgrade to a more advanced solution. After careful consideration, we have selected Deep Freeze Cloud as our new software. We are currently in the process of implementing Deep Freeze Cloud, which is expected to enhance our system management and improve overall efficiency.

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- Alyssa Fisher was hired as a Customer Service Specialist for a 24 hour position at the Windsor Library. Jenny Greer was hired as a 24 hour hybrid Customer Service Specialist for Windsor and Severance Libraries. She will spend two days a week at Windsor Library and two days at Severance Library.
- Customer Service Supervisor Kailin Kelley did a great job of updating and combining our training resources into one Customer Service Guidebook. Rob Wygal, Kailin Kelley, and I all then met to go over the guidebook to make sure that everything looks correct, and that all of our Customer Service staff will be getting the same training going forward. We are even planning on having a trivia contest at our October Customer Service staff meeting to make sure that everyone understands the procedures and expectations that

are included in the guidebook.

- During the August 5-10 programming break, the meeting rooms were available all day for the community to book. The Severance Library saw their large meeting room, Cottonwood, used by two large community groups on Monday and Tuesday.

Opportunities

- The Severance Library changed around some displays to give better visibility to some of our collections. A display tree was added to the kids area. They also moved the new books up closer to the holds shelf for better visibility as well.
- Part of the reason we hired Jenny Greer as a hybrid position was that neither location needed another full 24-hour position so we created this hybrid position. I can see the value of having Customer Service staff be trained to work at both locations as this will offer a lot of flexibility in our staffing. I could see this being something we do with other future Customer Service positions.

Challenges

- The roof at the Severance Library continues to have spots where it leaks when it rains heavily. One of the biggest challenges is that the rain will sometimes leak into the book drop which has the potential to damage library materials.
- In August, we were without a Facilities Supervisor which meant certain building tickets were left in flux. However, Maintenance Technician Mani Arevalo did a fantastic job in fixing what he could and communicating with our staff, especially the Customer Service staff. We really appreciate all he does for our buildings!

Communications Update - Communications Specialist Christine Henschler

Highlights

- Communications Assistant Jessica Colombo prepared a press release and worked with Public Services Supervisor Casey Lansinger-Pierce to announce Heather's Carnival, an event marking the conclusion of our Summer Adventure Program on August 3. The press release revealed that the carnival had been renamed to honor Heather Jane Montgomery. Following its distribution, staff from [The Coloradoan](#) and [The Greeley Tribune](#) collaborated with Jessica to produce a feature story, including photos highlighting Heather's legacy and promoting the event.
- A promotional photo and summary detailing the Library District's eight meeting rooms available for public reservation—four at the Windsor Library and four at the Severance Library—will be featured in the "Business Monthly" section of the September edition of Windsor City Lifestyle.
- Digital Communications Coordinator Brad Vogler connected with Public Services staff to share that data from our initial three program messages using the new email platform,

SmartyCat, for the Library District's Little Ones age group in Savannah. SmartyCat integrates events from our calendar into emails. The open rate for these messages is 63%, compared to the previous 35-40% average with the former platform, Patron Point, for the same age group. Additionally, we are now reaching approximately 1,300 more recipients than we could with Patron Point.

Opportunities

- The Communications Specialist's recent inclusion of the Library District's Family or Community events in the Coloradoan's online Events Calendar presents notable opportunities for increased outreach. This strategic action enhances visibility and accessibility for a broader audience, potentially attracting new participants and fostering community engagement. By leveraging the Coloradoan's established platform, the Library District can efficiently spread awareness of its programs, ensuring that more community members are informed and can benefit from the resources and activities offered.
- Kristen White, a freelance writer, was working on an article for MyNOCO Magazine as part of their new "book corner" feature, highlighting books relevant to each issue's theme. For the September issue titled "All Things Fall," Kristen collaborated with a Communications Specialist to source recommendations for fall-themed books. Christine, the Communications Specialist, engaged Public Services Librarians and staff to provide book suggestions suitable for all age groups. These recommendations were included in the article, alongside a quote from Supervisor Casey Lansinger-Pierce: *"I've always felt that fall is the perfect time for reading. Summer is over, and time slows down a little bit. It's the perfect time to curl up with a book and forget about the rest of the world."*

Challenges

- The Digital Communications Coordinator and Communications Specialist faced a substantial workload in designing a large volume of rebranded booth and swag items for fall outreach events and programming. Due to tight timelines, this resulted in delays in meeting other project deadlines.

August 2024 Usage Stats

Key Takeaways:



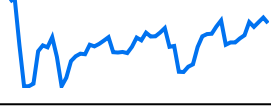
- Most stats tend to be down in August, after the Summer Adventure Program winds down. Some stats, including patron visits and circulations, were lower than last August at the branch level, but higher in total. This may suggest that some library usage has shifted from the other branches to the Severance library, but also that the Severance library has brought in additional patrons.
- Off-site patron visits saw a big increase from the previous month due to back-to-school events.
- Windsor meeting room use went up mostly due to staff bookings.
- Windsor program attendance got a boost from the Summer Carnival, which also helped increase the total number of program attendees from August 2023 (the carnival was held in July last year). But overall, programming numbers were down from the previous month due to the end of the Summer Adventure Program and a programming break.

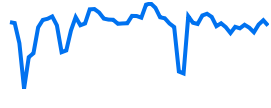

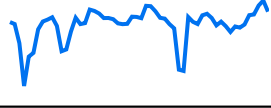
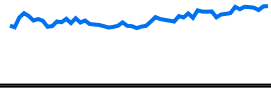
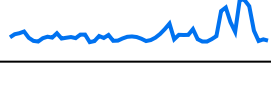
About the Dashboards:




- Percentages in 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.

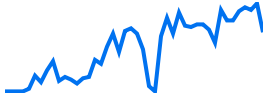


About the Metrics:

- 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			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Windsor Patrons 11,403	-1.71%	-0.25%	
Severance Patrons 3,611	-34.14%	N/A	N/A
Off-site Patrons 1,771	52.15%	-29.58%	
Total Patrons 16,785	-8.02%	20.35%	



Circulation			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Windsor Circs 25,752	-7.46%	-11.64%	
Severance Circs 6,676	-23.86%	N/A	N/A
Off-site Circs 1,256	-36.21%	-29.48%	
Total Circs 33,684	-12.66%	8.92%	
Digital Circs 12,168	0.44%	9.65%	
Database Usage 691	-28.98%	-32.39%	


Program Attendees			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Windsor Attendees 1,693	23.94%	177.09%	
Severance Attendee 887	-49.23%	N/A	N/A
Off-site Attendees 636	-42.29%	-30.94%	
Total Attendees 3,232	-24.13%	105.86%	


Number of Programs			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Windsor Programs 45	-32.84%	-8.16%	
Severance Programs 37	-41.27%	N/A	N/A
Off-site Programs 29	-47.27%	-19.44%	
Total Programs 113	-40.21%	20.21%	

*Totals include online programs.

Program Waitlists			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Waitlisted People 108	-63.01%	8.00%	
Waitlisted Programs 22	-37.14%	-26.67%	

Cardholders			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Active Cardholders 6,033	-1.69%	17.44%	
New Cardholders 404	4.94%	8.02%	

Meeting Rooms			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines From Aug '23
Windsor 41.49%	18.17%	N/A	
Severance 27.37%	6.37%	N/A	N/A

Website Stats			
Aug 2024	vs. July 2024	vs. Aug 2023	Sparklines
Pageviews 38,539	10.40%	54.03%	

REPORTS OF THE LIAISONS - SEPTEMBER 2024

Lainie Peltz - Town of Windsor

- The ribbon cutting for the new Police station was well attended on 9/13. October's Coffee with the Mayor will be held at the new Police station on Oct. 11 at 10 a.m.
- The Ad Hoc Charter Committee has been selected and will hold its first meeting on Sept 25. We look forward to having our Home Rule charter reviewed. Any proposed changes will be presented to our voters in a future special election.
- A citizen-led petition re: Marijuana stores, growers, and manufacturers has been verified and will also be presented to our voters in a future special election.
- A proposed cell tower servicing T-Mobile was approved on the south side of the Ditch #2 at 17th Street and the 75 ft height was approved through a conditional use permit.

Jennifer Hansen - Weld RE-4 School District

- No report was received.

Craig Joseph- Town of Severance

- **Town Scoop** - The Official Town of Severance Newsletter
 - [September 2024 Town Scoop](#)

Dale Hall - City of Greeley

- No report was received.

TREASURER'S REPORT - AUGUST 2024

The financials include a Statement of Revenue and Expenditures and Balance Sheet. The average monthly yield for August in Colotrust is 5.4053%

The revised budget, as adopted by the board at the July meeting, is reflected in the monthly financial report.

Operating Revenue is at 101% of budget and on target to meet or exceed budget amounts.

Expenditures are at 54% of the operating budget, with 67% of the year elapsed through August.

- General operating expenditures are at 80% 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.

Change in Fund Balance

- The District is showing a \$3.5 million increase in fund balance through August. Due to the fact that our revenues are over 100% 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.

A question about the increased asset value on the July balance sheet was posed at the August meeting. The \$5 million receivable and deferred liability of the same value pertains to the accrued property tax entry that is required by GASB 34 at the 2023 audit. Since our audit was completed in late June, staff recorded the entry to align with the audit. This entry has since been reversed since our property tax is 100% earned. This entry is typically recorded for audit purposes on December 31 and reversed in January. This is how the District will record it going forward so there is not a large receivable and offsetting liability carried throughout the year and is more reflective of our financial status.

The legislature passed HB24B-1001 for property tax revenue limits at the special session in August. The bill was signed into law on September 4, 2024. This bill adjusts the residential and non-residential assessment rates over time to 6.5% and 25% respectively. It limits the annual



revenue growth to 5.25% multiplied by the number of property tax years in the reassessment cycle, but excludes new construction and oil and gas from the revenue caps. While it will impact the property tax revenue for 2026 and forward, it is not as drastic as the previous measures that were going to be put on the ballot in November.

Clearview Library District
August 2024 Financials

	Aug 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$15,526	\$8,341,980	\$8,233,544	101%
Specific Ownership Tax	\$28,216	\$196,893	\$245,000	80%
Other Income	\$60,318	\$421,437	\$424,586	99%
Total Operating Revenue	\$104,059	\$8,960,310	\$8,903,130	101%
<u>Expenditures</u>				
Salaries and Wages	\$226,758	\$1,675,288	\$2,899,805	58%
Benefits	\$64,427	\$495,945	\$1,021,325	49%
Operating	\$38,567	\$551,792	\$690,505	80%
Materials	\$34,619	\$267,055	\$509,500	52%
IT	\$29,010	\$99,983	\$253,200	39%
Programming	\$8,518	\$45,513	\$87,500	52%
Public Relations	\$23,397	\$72,463	\$124,643	58%
Vehicles	\$4,477	\$13,938	\$26,000	54%
Capital Existing	\$6,495	\$55,807	\$250,000	22%
Lease Payment - Branch	\$0	\$55,803	\$356,606	16%
Total Operating Expense	\$436,268	\$3,333,587	\$6,219,084	54%
Operating Revenue Over (Under) Expenditures	(\$332,208)	\$5,626,723	\$2,684,046	210%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	\$0	(\$2,398,911)	(\$3,119,735)	77%
Total Other Financing Sources (Uses)	\$0	(\$2,135,903)	(\$2,856,727)	0%
Net Increase (Decrease) to Fund Balance	(\$332,208)	\$3,490,820	(\$172,681)	210%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of August 31, 2024

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	12,916,864.37
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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	<u>20,162.71</u>
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Total Current Assets	<u>12,937,027.08</u>
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TOTAL ASSETS

	<u><u>12,937,027.08</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	125,565.11
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Total Accounts Payable	<u>125,565.11</u>
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Other Current Liabilities

2115 · Pera Life Insurance	656.48
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Total Other Current Liabilities	<u>656.48</u>
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Total Current Liabilities	<u>126,221.59</u>
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Total Liabilities	126,221.59
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Equity

2860 · Non-Spendable

2860.01 · Prepaid Items	19,572.71
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Total 2860 · Non-Spendable	<u>19,572.71</u>
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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	2,228,240.00
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2862.02 · Capital Reserve	1,210,651.00
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2862.03 · Long-Term Building	2,446,458.00
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Total 2862 · Committed	5,885,349.00
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2863 · Unrestricted, Unassigned	3,280,063.44
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Net Income	3,490,820.34
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Total Equity	<u>12,810,805.49</u>
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TOTAL LIABILITIES & EQUITY

	<u><u>12,937,027.08</u></u>
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DRAFT MINUTES

Call to Order

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Windsor Liaison Lainie Peltz, and Attorney Bill Garcia

Absent: Trustee Lisa Gagliardi, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, and City of Greeley Liaison Dale Hall

Staff: Interim Director Beth Gallinger, Public Services Manager Casey Lansinger-Pierce, Customer Service Manager Amanda Brian, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, Financial/HR Specialist Erin Mitchell, and Amanda Matl IT Assistant

Review of Agenda

No changes were made.

Public Input

No public comment was given.

Director's Report - Beth Gallinger, Interim Library Director

- Communication and Monthly Statistics
 - Interim Director Gallinger referenced the Director's Report and asked if there were any questions. Interim Director Gallinger announced a new section in the Director's Report titled Communications Update, provided by Communications Specialist Christine Henschler.
 - Board members discussed statistics and programming.

Follow-Up Questions to Board/Liaison Reports

Reports provided by Liaisons can be found in the board packet.

Treasurer's Report - Erin Mitchell, Financial/HR Specialist

Erin reported meeting with the audit committee and the library district's auditor Jim Hinkle of Hinkle & Company. Erin said that she and Lisa will review the balance sheet and how it is presented. Ron and Cole had questions regarding the balance sheet and financial statement. Erin will follow up with Ron.

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

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported on memorial donations, receiving them, and recognizing them. Rochelle reported that Adult Services Supervising Librarian Jennifer Bradley did a presentation on Adult Services and proposed creating a partnership with the F&F on some adult programming. Rochelle said the F&F's participation in the Summer Adventure Program carnival was a success with the dunk tank. Rochelle Blind Date with a Book is growing to span multiple holidays and to include children's books, and there will be a wrapping party to wrap the donated books. Rochelle talked about weeded books with Dream Books, and maybe doing a boutique-style book sale. The F&F uses National Builder software and is looking for new options. Plant-a-palooza is an additional idea to raise funds. The F&F is looking to work with teens as liaisons. Friends Giving will be held on Friday, November 8, 2024, at 6:00 p.m. The location is yet to be determined. Friends Giving is considering a pie contest, and possibly inviting vendors to share their pies. Clearview Reads has made an offer to an author, and the F&F is waiting to hear back from the author.

Old Business

- Approve Minutes of the July 25, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Cole Gerstner, to approve minutes of the July 25, 2024, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the August 1, 2024, Special Board Meeting
 - Minutes were approved.
 - Amendment to add to the August 1, 2024 minutes: the library board requested to view actual numbers and estimates of bids from Lot Holding, LLC, and to have received copies of the quotes received by Lot Holding, LLC.
 - Motion by Kendra Adams, second by Cole Gerstner, to approve minutes of the August 1, 2024, Special Board Meeting; motion passed unanimously.
- Approve Minutes of the August 17, 2024, Special Board Meeting
 - Minutes were approved.

- Motion by Kendra Adams, second by Cole Gerstner, to approve minutes of the August 17, 2024, Special Board Meeting; motion passed unanimously.
- Library Board Openings Update - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger reported that there will be two board openings. Jeromey is an incumbent and Rochelle is retiring (term is up). Rochelle has served as a Trustee for nine years. Rochelle will be missed.
 - Interim Director Gallinger presented Saturday, October 19, 2024, as a potential interview date. Interim Director Gallinger will get the Board openings posted in The Greeley Tribune. The board discussed the process.
 - Jeromey asked for a board member to head up the Interview Committee. Jeromey recused himself as he will be applying for another term.

New Business

- Approve Application of State Grant to Libraries – Beth Gallinger, Interim Library Director
 - Interim Director Gallinger reported on the State Grant that, this year, it is open to more than books. It also includes online materials and databases.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve the application of state grant to libraries; motion passed unanimously.
- Ad Hoc Committee to Determine the Feasibility of a Sign for the Main St. Property Update – Beth Gallinger, Interim Library Director, Erin Mitchell, Financial/HR Specialist, Trustees Ron Dunworth and Kendra Adams
 - Beth summarized discussions held with the Town of Windsor Director of Planning Scott Ballstadt and Town of Windsor Administrative Services Director Jessica Humphries. Beth reported that she, Ron, and Friends and Foundation President Erica Rose met with Jessica Humphries. It was suggested that perhaps the library district could work with the Special Events Department when the library district has an event to share. Ron suggests working with the system.
 - Cole asked if the sign currently on the Main St. Property is lawful. Attorney Garcia said he would look into the easement and placement.
 - Ron reported that the Ad Hoc Committee will continue to explore options.
- Potential New Staff Position – Jeromey Balderrama, Board President
 - Jeromey reported that the library district's budget season is coming up and it may make sense to budget for a potential future Assistant Director position. Kendra said it may not be a definite need, but it might behoove the district to have the position available should the new library Director want to hire an Assistant Director. Rochelle suggested that putting extra money into personal will allocate

money for future potential positions. Beth shared ideas for future staff that could also be added.

- Ron referenced a past salary survey where there was upper management suggested hires. Ron would like to see a work chart, with titles, and responsibilities. Erin said there will be a salary survey/work study this year.
- The board discussed staffing, staff positions, and budgeting for potential future hires. He suggested that this discussion should be held until the new director is hired and they can assess staffing.

Executive Session 1

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.

Executive Session 2

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.

Motion by Cole Gerstner, second by Ron Dunworth, to go into 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 and to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters relating to the director search; motion passed unanimously at 6:39 p.m.

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

The board exited Executive Session 1 at 7:00 p.m. President Balderrama took a role call.
Present: Jeromey Balderrama, Cole Gerstner, Rochelle Brotsky, Ron Dunworth, Kendra Adams, and Attorney Garcia

Executive Session 2 began at 7:05 p.m.

President Balderrama called the regular board meeting to order at 7:45 p.m. Present: Jeromey Balderrama, Cole Gerstner, Rochelle Brotsky, Ron Dunworth, Kendra Adams, Attorney Garcia, Beth Gallinger, Natalie Wagner, and Erin Mitchell.

New Business

- Nominate Finalist(s) for the Position of Library Director - Trustees Cole Gerstner and Kendra Adams
 - Cole announced, on behalf of the committee, that there is no motion to make at this time.
 - Cole requested a Special Board Meeting to be held on Monday, September 9, 2024.

Upcoming Agenda

2025 Budget

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 7:48 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, September 26, 2024, 5:30 p.m. – Windsor Library and Zoom.

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

DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 5:33 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky (joined online), Trustee Ron Dunworth, and Trustee Kendra Adams

Staff: Interim Director Beth Gallinger, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell

Review of Agenda

Jeromey requested that session: Executive Session 1 be tabled. Kendra requested that the session New Business Lot Holding Company Development of Their Main St. Property: Consideration of a Development Cost-Sharing Agreement be moved before the Executive Sessions in 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.

Executive Session 1

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.

Executive Session 2

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.

Motion by Cole Gerstner, second by Kendra Adams, to go into 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; motion passed unanimously at 5:42 p.m. The board held a 5-minute recess and then went into executive session.

President Balderrama called the special meeting to order at 6:43 p.m. Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Ron Dunworth, Kendra Adams, and June Garcia (joined online), Sari Feldman (joined online), Natalie Wagner, and Erin Mitchell

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

New Business

- Lot Holding Company Development of Their Main St. Property: Consideration of a Development Cost-Sharing Agreement - Jeromey Balderrama, Board President - President Jeromey Balderrama
 - Jeromey stated that the library board voted to enter into a cost-sharing agreement with Lot Holding. The library board presented a contract to Lot Holding. At the time Lot Holding deferred until receiving concrete numbers.
 - Kendra would like to defer, waiting for Lot Holding to issue hard numbers allowing for the board to review the information. Kendra would like to withdraw the contract until hard numbers are received from Lot Holding.
 - Jeromey will reach out to Attorney Garcia.
 - Motion by Kendra Adams, second by Ron Dunworth, to withdraw the current offer with Lot Holdings, and wait for the hard numbers and the documentation associated with that; motion passed unanimously.
- Nominate Finalist(s) for the Position of Library Director - Trustees Cole Gerstner and Kendra Adams (Possible Action)
 - Cole reported that at this time he moved to nominate Erica Rose as a finalist as the position of Library Director.
 - Motion by Cole Gerstner, second by Kendra Adams, to nominate Erica Rose for the position of Library Director; motion passed unanimously.
 - Cole noted for the record that Trustee Brotsky participated in the Executive Session and she would have had a yes vote.
 - Jeromey announce that there a 14 day period before entering into a contract with Erica Rose.

- Motion by Kendra Adams, seconded by Ron Duworth, to enable Jeromey Balderrama to enter into contract negotiations with Erica Rose as Library Director.

Adjourn

Motion by Kendra Adams, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 6:46 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, September 26, 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.

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director

Date: September 26, 2024

Re: 2025 Library Board Calendar

Item 5.1: New Business

Background / Discussion

Near the end of each calendar year, the Library Board adopts a calendar of board meeting dates and suggested agenda items for each month of the coming year. The calendar may be updated as needs and agenda items arise.

Recommendation(s)

The Interim Director recommends the adoption of the Board Calendar.

Attachments

Clearview Library District Library Board Calendar, 2025

2025 Clearview Library District Draft Annual Calendar for Library Board Meetings

January 2 or January 9	Regular Meeting	Decide on posting location for public notices of meetings Review public access to information (website) Election of Board Officers and Committee Members
January 30	Regular Meeting	Policy review
February 27	Regular Meeting	Policy review
March 27	Regular Meeting	Director submits Annual Report Policy review
April 24	Regular Meeting	Annual review of Bylaws Quarterly update on the Strategic Plan Quarterly update on the Director's Goals Policy review
May 29	Regular Meeting	Policy review
June 26	Regular Meeting	Annual Review of Investments Review and approve holiday closures for 2026 Policy review
July 31	Regular Meeting	Quarterly update on the Strategic Plan Quarterly update on the Director's Goals Review population and housing data for the library district Policy review
August 28	Regular Meeting	Audit Committee reports to the Board Notify towns and school district of Board openings Policy review
September 25	Regular Meeting	Director to share budget and staffing assumptions for 2026 Discuss/agree on evaluation process for the Director Report on Colorado Association of Libraries Conference
October 4		Interviews of Board applicants tentative

2025 Clearview Library District Draft Annual Calendar for Library Board Meetings continued

October 15		Board receives the 2026 draft budget from the Director Draft 2026 budget is posted on the website
October 30	Regular Meeting	First reading of the budget/budget hearing Quarterly update on the Strategic Plan Quarterly Update on the Director's goals Director provides preliminary goals for 2026
November 20	Regular Meeting	Second reading of the budget President distributes Board evaluation forms Review and adopt Board calendar for 2026
December 4	Regular Meeting	Adopt the Budget, Certify the Mill Levy, Appropriate Sums of Money Director's evaluation Finalize Director's goals for 2026 Complete Board evaluation

MEMORANDUM

To: Library Board of Trustees
Via: Beth Gallinger, Interim Library Director
From: Jeromey Balderrama, Library Board President

Date: September 26, 2024

Re: Naming of the Clearview Library Director and Approval of the Director Employment Contract

Item 5.2: New Business

Background / Discussion

At the September 9 Special Board Meeting, the Clearview Library Board unanimously voted to name Erica Rose as a finalist for the Clearview Library Director position. The Board also voted to authorize President Balderrama to enter into contract negotiations with Ms. Rose.

After a successful negotiation, an employment contract signed by Ms. Rose is presented to the Board for consideration should the Board vote to name Ms. Rose as the next Director of the Clearview Library District.

Recommendation(s)

The Library Board President recommends that the board vote to name Erica Rose the Director of the Clearview Library District and approve the presented employment contract.