

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.

No Financial Reports will be presented at this meeting. October Financial Reports will be presented at the December regular board meeting. November Financial Reports will be presented at the January 30, 2025, regular board meeting.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Old Business

- Approve Minutes of the October 30, 2024, Regular Board Meeting (Action)
- Salary Survey/Work Study Results - Erin Mitchell, Financial Specialist (Action)
- FAMLII - Erin Mitchell, HR Specialist (Information)
- Second Reading of the 2025 Clearview Library District Budget - Beth Gallinger, Interim Library Director (Information)

New Business

- Board Evaluation - Jeromey Balderrama, Board President (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

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

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

DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 5:30 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, Trustee Kendra Adams (joined online), Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney Bill Garcia

Absent: Trustee Ron Dunworth, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

Staff: Interim Director Beth Gallinger, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Christine Henschler (joined online), Office Manager Natalie Wagner, Financial/HR Specialist Erin Mitchell, and Library Technologist Ed May

President Balderrama elevated Trustee Lisa Gagliardi to voting status.

Review of Agenda

Cole requested that session: 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 be moved to the top of the agenda.

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

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 announced that the biggest update is Severance Library after-hours and how well it is going.

Follow-Up Questions to Board/Liaison Reports

Reports of the Liaisons can be found in the board packet.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that financials can be found in the board packet. Lisa highlighted the investment rate, operating revenue, and expenditures. Lisa reported that the final payment on the Severance Library construction project was made.

Motion by Rochelle Brotsky, second by Cole Gerstner, to accept the Treasurer's Report as presented for September 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported that the F&F has 22 new members, Friendsgiving is on November 8, and the Sip, Swap, and Shop event at Words of Windsor is on November 12. Rochelle said they are getting ready for Blind Date with a Book, and this will be starting around Thanksgiving time through Valentine's Day.

Old Business

- Approve Minutes of the September 26, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve minutes of the September 26, 2024, Regular Board Meeting; motion passed unanimously.
- Summer Adventure Program Update - Casey Lansinger-Pierce, Public Services Manager
 - Casey presented a lively slideshow presentation. She shared stats on program participation, fun events, numerous programs, the F&F's dunk tank, and more.
 - Next year's Summer Reading Adventure theme is Color Your World.
 - The board expressed thanks and a job well done to Casey and the staff!
- Strategic Plan Quarterly Update - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger highlighted Pika (Discovery Layer) prep work and staff training, MOU work, Severance Library after-hours, and working on getting after-hours at Windsor Library. Questions were fielded and answered by Interim Director Gallinger.
 - The board thanked Communications Specialist Christine for the format of the Strategic Plan Report.
- Quarterly Statistics - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger reported on quarterly stats during the Director's Report session.
- Salary Survey/Work Study Update - Beth Gallinger, Interim Library Director

- Interim Director Gallinger reported that the salary survey will be presented at the November regular board meeting and the work-study portion will be reported in the new year with Director Erica Rose.
- Library Board Openings Update - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger reported that Jeromey Balderrama and Lisa Gagliardi are moving forward and need to be ratified by Weld RE-4 School District, the Town of Severance, and the City of Greeley. The Town of Windsor has ratified the candidates at their recent board meeting.
- Main St. Property Update - Attorney Bill Garcia
 - Jeromey stated that the board asked Attorney Garcia to talk with the Town of Windsor and that Attorney Garcia reported his results to the board.

New Business

- 2025 Health Insurance/Benefit - Beth Gallinger, Interim Library Director, and Erin Mitchell, HR Specialist
 - Jeromey recused himself from any discussion regarding Kaiser Permanente, as he works for Kaiser Permanente.
 - Erin reported on current employee health insurance, potential new health insurance options, and new rates.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to maintain the same rate of \$749: 100% district-paid for employees and 25% for family (full-time/prorated for part-time); motion passed unanimously. Jeromey Balderrama abstained from voting.
 - Interim Director Gallinger presented a new employee benefit option: convert three days of sick time into personal time off per year, with a minimum of forty hours in your sick time bank after conversion. There are no budget implications.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to adopt the proposal to convert three days of sick time into personal time off per year with a minimum of forty hours in an employee sick time bank after conversion.
- FAMLII - Erin Mitchell, HR Specialist
 - Erin reported issuing information regarding FAMLII to board members. Additional information was shared and questions were raised. The board and staff will look further into FAMLII and what offering it would mean long term. Jeromey asked to table FAMLII to the November regular board meeting.
- First Reading of the 2025 Clearview Library District Budget - Beth Gallinger, Interim Director
 - Interim Director Gallinger presented a slideshow and roadmap. She talked about designing a new nine-step process for creating a yearly budget. Prior to the board

meeting, Interim Director Gallinger met with board members to discuss the budget and ask questions.

- Jeromey reminded the board that this reading was informational and that there will be a second reading of the budget at the November regular board meeting, and the board will certify the budget at the December regular board meeting.
- Jeromey asked if the public had any comments. There was no public comment.
- 2025 Library Hours - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger presented new hours for Windsor Library: Monday – Thursday 9:00 a.m. – 7:00 p.m., Friday – Saturday 9:00 a.m. – 5:00 p.m., Sunday 1:00 p.m. – 5:00 p.m. and Severance Library: Monday – Thursday 9:30 a.m. – 6:00 p.m., Friday – Saturday 10:00 a.m. – 5:00 p.m., Sunday Closed
 - Motion by Kendra Adams, second by Rochelle Brotsky, to approve the 2025 Clearview Library District Hours; motion passed unanimously.

Executive Session

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.

Motion by Cole Gerstner, second by Lisa Gagliardi, to go into 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; motion passed unanimously at 5:34 p.m. Jeromey announced a two-minute recess, and then the Executive Session would begin

President Jeromey Balderrama called the regular board meeting back to order at 5:57 p.m. Jeromey announced that everyone remained present.

Upcoming Agenda

Second Reading of the Budget
Salary Study Presentation
Close out of the three building projects

Adjourn

Motion by Kendra Adams, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:52 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, November 18, 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

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DRAFT

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director

Date: November 18, 2024

Re: Second Reading of the 2025 Clearview Library District Budget

Item 4.4: Old Business

Since the budget was presented on October 30, 2024, we have made the following changes: finalized the state grant which increased our total operating revenue by \$412, removed FAMLI which decreased our benefits by \$13,986 and increased IT by \$14,398. This resulted in a net increase of \$0.



Budget Message – 2025 Draft Budget ***Clearview Library District***

November 12, 2024

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

Since the budget was presented on October 30, 2024, we have made the following changes: finalized the state grant which increased our total operating revenue by \$412, removed FAMLII which decreased our benefits by \$13,986 and increased IT by \$14398. This resulted in a net increase of \$0.

It is my pleasure to submit to you the 2025 draft budget for the Clearview Library District. This budget was prepared by the interim library director with input from the Clearview Library District administrative team and library trustees.

In 2024, the library district successfully completed the third and final project outlined in its Facilities Plan, adopted by the Library Board in 2021. The construction of a new branch library in the Town of Severance commenced with a groundbreaking ceremony in May 2023, culminating in a grand opening on April 6, 2024.

As a result of this new branch, the district has experienced increased building operating and staffing costs in 2024, reflective of its growth. This trend is expected to continue into 2025 as the district operates three facilities.

Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The preliminary property assessment figure from Weld County for the 2025 budget cycle is \$1,907,555,060 which will generate \$6,764,190.24 in property tax revenue for the library district. This is a 20% decrease in property tax revenue from 2024. Revenue from sources other than property taxes is projected at \$723,080. The total anticipated operating revenue for the Clearview Library District for 2025 is \$7,487,270.24.

Highlights of Operating Expenditures

Projected operating expenditures for 2025 are \$6,644,929, a 10% increase over 2024 budgeted expenditures. As the district operates a branch in the Town of Severance for a full year in 2025 there will be increased costs for operations including wages, administration, programming, and materials.

Salaries and Benefits, \$4,284,625 or 64% of the projected expenditures. The district will be adding staff to operate the library in Severance at 40 hours a week. This will include two librarian positions and one mobile services position.

Materials, \$511,500 or 8% of the budget, will be used to purchase additional physical materials and eMaterials which continue to grow in popularity.



Lease Payment, \$361,486 or 5% 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, \$265,200 or 4% of the projected expenditures. The library district will be adding more technology resources for the patrons to check out and use during programs.

Capital for Existing Facilities \$150,500 or 2% of the projected expenditures. Security and energy saving improvements will be made to the district's existing facilities.

Operating \$812,995 or 12% 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.

	2023 Actuals	2024 Original Budget	2024 Revised Budget	2024 YTD (August)	2024 Estimated	2025 Projected
<u>Revenue</u>						
Property Tax	\$5,736,930	\$8,233,544	\$8,233,544	\$8,341,980	\$8,341,980	\$6,764,190
Specific Ownership Tax	\$244,106	\$245,000	\$245,000	\$196,893	\$295,339	\$300,000
Other Income	\$438,796	\$424,586	\$424,586	\$421,437	\$632,156	\$423,492
Total Operating Revenue	\$6,419,832	\$8,903,130	\$8,903,130	\$8,960,310	\$9,269,475	\$7,487,682
<u>Expenditures</u>						
Salaries and Wages	\$2,050,449	\$2,899,805	\$2,899,805	\$1,675,288	\$2,512,932	\$3,217,983
Benefits	\$525,767	\$1,021,325	\$1,021,325	\$495,945	\$743,918	\$1,049,655
Operating	\$409,410	\$690,505	\$690,505	\$551,792	\$827,688	\$812,995
Materials	\$338,665	\$509,500	\$509,500	\$267,055	\$400,583	\$511,500
IT	\$217,825	\$253,200	\$253,200	\$99,983	\$250,000	\$279,598
Programming	\$52,481	\$87,500	\$87,500	\$45,513	\$68,269	\$98,000
Public Relations	\$31,229	\$124,643	\$124,643	\$72,463	\$108,694	\$137,874
Vehicles	\$39,494	\$26,000	\$26,000	\$13,938	\$26,000	\$26,250
Capital Existing	\$49,977	\$61,997	\$150,000	\$41,997	\$150,000	\$150,000
Lease Payment - Branch	\$356,622	\$356,606	\$356,606	\$55,803	\$356,606	\$361,486
Total Operating Expense	\$4,071,919	\$6,031,081	\$6,119,084	\$3,319,778	\$5,444,690	\$6,645,341
Operating Revenue Over (Under) Expenditures	\$2,347,913	\$2,872,049	\$2,784,046	\$5,640,533	\$3,824,785	\$842,341
<u>Other Financing Sources (Uses)</u>						
DOLA	\$248,059	\$173,440	\$263,008	\$263,008	\$263,008	\$0
Capital - Expansion	(\$5,524,605)	(\$1,523,660)	(\$2,519,735)	(\$2,398,911)	(\$2,519,735)	\$0
Total Other Financing Sources (Uses)	(\$5,276,546)	(\$1,350,220)	(\$2,256,727)	(\$2,135,903)	(\$2,256,727)	(\$600,000)
Net Increase (Decrease) to Fund Balance	(\$2,928,633)	\$1,521,829	\$527,319	\$3,504,630	\$1,568,058	\$242,341
Beginning Fund Balance	\$12,213,684	\$9,285,051	\$9,285,051	\$9,285,051	\$9,285,051	\$10,853,109
Ending Fund Balance	\$9,285,051	\$10,806,880	\$9,812,370	\$12,789,681	\$10,853,109	\$11,095,450



The public is invited to attend the budget hearing for the 2024 budget at 5:30pm, October 30, 2024, at the regular meeting of the library board, Severance Library, 5 Timber Ridge Rd., Severance, CO 80550

Respectfully submitted,
Beth Gallinger, Interim Library Director
November 12, 2024

MEMORANDUM

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

Date: November 18, 2024
Re: Board Evaluation
Item 5.1: New Business

Background / Discussion

One of the responsibilities of the Library Board is to conduct a self-evaluation annually. Materials are distributed to the Board at the end of the year by the Library Board President, filled out by Board members, and returned to the Board President, who collates the responses and presents the report to the Board at a future meeting.