

## 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 - October 2024, Beth Gallinger, Interim Library Director

(Director's Report for November and December will be presented at the January 2025 regular board meeting)

- Communication
- Monthly Statistics

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

### Treasurer's Report - October 2024, Lisa Gagliardi, Treasurer

(Treasurer's Report for November and December will be presented at the January 2025 regular board meeting.)

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

**Old Business**

- Approve Minutes of the November 18, 2024, Regular Board Meeting (Action)
- Update on Ad Hoc Committee to Determine the Feasibility of a Sign - Beth Gallinger, Interim Library Director (Information)
- Main St. Property - Jeromey Balderrama, Board President (Information) Executive Session

**New Business**

- Adoption of the 2025 Clearview Library District Budget, Resolution 2024-07 - Erica Rose, Library Director (Action)
- Appropriate Sums of Money, Resolution 2024-08 - Erica Rose, Library Director (Action)
- Set the Mill Levy, Resolution 2024-09 - Erica Rose, Library Director (Action)
- Appreciation, Resolution 2024-10 - Erica Rose, Library Director (Action)
- Director Rose Financial Accounts Access, Resolution 2024-11 - Erica Rose, Library Director (Action)
- Personnel - Jeromey Balderrama, Board President (Information) Executive Session

**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 evaluating the performance of the Interim Director.

**Upcoming Agenda****Adjourn**

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**Upcoming Meetings**

- Board of Trustees Special Meeting, January 2, 2025, 5:30 p.m. – Zoom
- Board of Trustees Regular Meeting, January 30, 2025, 5:30 p.m. - Windsor Library and Zoom

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

## DIRECTOR'S REPORT - OCTOBER 2024

### *Districtwide Update - Interim Library Director Beth Gallinger*

#### Highlights

- An Interview Committee, chaired by Library Trustee Rochelle Brotsky, included Town of Windsor Board Member Lainie Peltz, Weld RE-4 School District Board Member Jennifer Hansen, and Clearview Library District Friends, and Foundation Board Members Tami Bothwell and Wendy Niccoli met on October 19 to select Clearview Library District Board of Trustee members. The committee convened to interview current board member and Board President Jeromey Balderrama, who is eligible for a second term, and Board Alternate and Treasurer Lisa Gagliardi, who expressed interest in transitioning to a full Trustee role. Following the interviews, the committee has recommended Jeromey Balderrama and Lisa Gagliardi for three-year terms, pending ratification by the Town of Windsor, Weld RE-4 School District, Town of Severance, and City of Greeley Boards.
- In October, the Clearview Library District hosted a powerful mental health exhibit, which ran from October 14 to November 1 at both the Windsor and Severance Libraries. Due to its size, the exhibit was divided between the two locations, with displays in the quiet space at the Windsor Library and near the fireplace and children's area at the Severance Library. This impactful exhibit featured both informative and interactive components, designed to engage visitors and foster meaningful conversations about mental health. The initiative aimed to raise awareness and promote understanding within the community. Additional details about the exhibit and its significance were shared through an attached brochure and impact report, along with further resources available on the CAHEC Mental Health Exhibit website.

#### Opportunities

- Interim Director Beth Gallinger and Financial/HR Specialist Erin Mitchell held meetings with board members to review and discuss the proposed budget for the 2025 fiscal year. The budget was officially posted for public review on October 15, 2024. Board members engaged in a thorough discussion, addressing questions and offering initial feedback on various aspects of the proposal. This meeting marked an important step in the budget approval process, ensuring alignment between administrative planning and board oversight.
- A salary study is currently underway in partnership with Graves Consulting to ensure competitive and equitable compensation across the organization. Financial/HR Specialist Erin Mitchell has been working closely with the consultant and department heads to review and confirm the accuracy of job duties and descriptions. This collaborative process aims to provide a clear understanding of roles and responsibilities as a foundation for the study. Preliminary data has started to come in, and the team is now analyzing this information to explore potential implementation strategies for any recommended adjustments. This study reflects the organization's commitment to fairness, transparency, and alignment with industry standards.

### Challenges

- The Windsor Library is facing challenges in completing two of its three major improvement projects by the end of 2024. The first project aims to install an advanced access control system to enhance security and enable after-hours meeting room access, providing greater flexibility for community use while ensuring safety. The second project focuses on improving staff workroom security by constructing a wall with door access to clearly separate public and staff areas, protecting sensitive operations, and creating a secure workspace. While progress has been slower than anticipated, these projects remain priorities, and efforts are ongoing to address the delays and move forward efficiently.

### Board of Trustees Meeting Highlights - October 2024

- The first reading of the budget took place. The budget resolution will be voted on at the December meeting.
- Casey Lansinger-Pierce gave a presentation on the Summer Adventure Program. Highlights included the Friends and Foundation dunk tank and high completion rates.

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

#### Highlights

- We hosted beloved author Rosemary Wells on October 14 at the Windsor Library. Rosemary, author, and illustrator of the popular Max and Ruby series, delighted an audience of over 80 individuals with a storytime and information about her work and art process. We were also able to make a connection between Rosemary and Range View Elementary School, resulting in her visiting Range View Elementary and presenting to two large groups of students.
- The Severance Trick-or-Treat Parade - which spanned between Town Hall and Severance Library - was a huge success this year with over 630 people in attendance. We had a great group of staff from Youth Services, Mobile Services, and Customer Service assist with the festivities. Staff dressed as farm animals and scarecrows and had a great time passing out candy, helping with a Halloween craft, and meeting lots of families.

#### Opportunities

- We are up to 209 registrations this year for 1,000 Books Before Kindergarten. Early Literacy Librarian Nancy Milliken has found herself constantly ordering prizes to keep on top of the high volume of sign-ups. We are eagerly waiting to find out if we will receive grant money to help further fund this important service.
- We attended several parent-teacher conferences in October. At these events, our staff set up a table with lots of promotional material and branded swag. It is the perfect opportunity to connect with families that might otherwise not be aware of our services.

- Several staff members put together our very first library ofrenda in honor of Dia de los Muertos. Staff and community members were encouraged to add a picture of a deceased loved one on the altar, which was featured at the Windsor Library.

### **Challenges**

- Public Services staff continue to feel stretched between their work and obligations at Windsor Library and Severance Library. Though the libraries are only a few miles away from each other, the transition to working out of both branches has been a challenging one. Some staff describe feeling like they can't dedicate the time they would like to at one branch or another because they are going back and forth between branches every week. This is something that needs to be continually addressed so that we are saving unnecessary back-and-forth trips and maximizing our staff's time as best as we can.
- Our staff interacted with several Spanish-speaking families at Back-to-School Night at Mountain View Elementary School. This prompted staff to consider that we do not have many promotional materials translated into Spanish. Our website also does not feature a translation function, though add-ons are available for this purpose. We used to have a fluent Spanish speaker on staff, but she hasn't worked at the district for about three years. As our community grows, having promotional material available in Spanish will likely become more and more important.

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

### **Highlights**

- The long-awaited Pika go-live, on October 15, introduces an easier and more efficient way for patrons and staff to search for, discover, and place holds on resources from our physical and online collections. This new system eliminates the frustrations and quirks of the old catalog, making it simpler to find needed materials. Our staff is thrilled to offer a cleaner and more user-friendly catalog experience for everyone.
- The IT Department has successfully completed the refresh of staff computers that were nearing the end of their life cycle. This upgrade ensures that employees are equipped with up-to-date technology, enhancing efficiency and maintaining reliable service across the district.
- The Internet Librarian conference showcased numerous innovative ways to integrate AI into our library services and sparked valuable discussions on establishing clear implementation guidelines. While AI is a powerful and influential tool, it is essential to remain mindful of its limitations and potential implications. AI will be an exciting project for 2025.

### **Opportunities**

- We have implemented PDQ on all Severance Library workstation computers. This will enable scheduled updates and provide remote capabilities, making it much easier to resolve issues on individual computers. More consistent updates will improve security and

ensure that necessary patches are pushed through in a timely manner. Additionally, this will give our IT staff better oversight of the computers within the organization.

- We are currently demoing three different ticketing systems and comparing their pros and cons relative to our current help desk. While all options offer new and exciting features, we are carefully weighing which system provides the best ease of use and includes all the features we need. For each ticketing system, we are evaluating the potential return on investment for both individual staff members and the organization as a whole.
- We have been collaborating with our programmers to refresh the teen video game cart and start building a new one for the Severance Library. Our goal is to enhance our programs by incorporating new PS5s with VR capabilities and new video game selections, making activities more exciting and engaging. The refresh will make the carts easier to use and offer a better overall experience for participants, especially 12-year-olds who previously could not access the Meta VR but will be able to use the PS5 VR2. The new cart at the Severance Library will enable a more expansive teen game program and create a balanced experience across locations.

### Challenges

- We have found some issues with our text messaging system for overdue notices. While patrons are receiving their initial overdue reminders, the system is not advancing to send billing notices. This gap can create confusion, as patrons may not be informed of next steps or potential charges. Our team is working to resolve this to ensure timely and accurate communication.
- We are experiencing delayed delivery for our RFID book drops, which has created some uncertainty around both their installation and programming timelines. This delay affects our planning and may impact the rollout schedule. We are actively monitoring the situation to minimize disruptions and keep the project on track.

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

#### Highlights

- A combined Windsor and Severance Customer Service team meeting was held on October 31. The last time we were able to do this was in March. These combined meetings serve as a great time to unite both teams. The highlight of the meeting was the Jeopardy trivia game that Windsor Customer Service Supervisor Kailin Kelley created to test the knowledge of our staff. The trivia consisted of the updated Customer Service Guidebook that provides all the information on the procedures and policies we have here at Clearview.
- It's beginning to look a lot like Christmas at both Windsor and Severance Libraries. Early in November, the Friends and Foundation worked with both Customer Service teams to find a good location for their annual Blind Date with a Book display. At Windsor Library it is the first display table next to new books, and at Severance Library it is by the

fireplace. Severance Library also teamed up with a nearby non-profit, Serve 6.8, to set up a Giving Tree where you can pick up a gift tag to shop for a child or teen.

### **Opportunities**

- Youth Services Supervisor Diana Hyland gave the Customer Service department a most excellent idea! With the combination of the Fiction collection, the browsing by genre option is something that patrons miss. So Diana had a great idea that we could put tags next to popular authors that give a suggestion for author read-a-likes. For example, next to James Patterson, we'd put a tag that says: "Love Patterson? Have you tried Lee Child, Patricia Cornwell, or Jeffrey Deaver?" We will put these tags on a handful of authors and change them around every few months to keep the recommendations fresh. It's a fun idea that will give some instant reader advisory for our patrons.
- On November 11, we all participated in a Staff Training Day that involved Self Defense and CPR/First Aid training. These training sessions are especially helpful to the Customer Service department. An AED is located near the Customer Service desk at both libraries. We hope we will never have to utilize our skills in real life but being prepared is so important!

### **Challenges**

- The new Pika catalog mostly belongs in the Highlight category, but anytime you change something there are some challenges. The biggest challenge for the Customer Service department has been helping patrons become familiar with the new system. This can be time-consuming, and we try our best to answer all the questions so that the patrons love the new technology as much as we do!

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## ***Communications Update - Communications Specialist Christine Henschler***

### **Highlights**

- Digital Communications Coordinator Brad Vogler worked closely with our web developer to successfully roll out Pika across the website. The most noticeable updates included the catalog search box and book widgets, and links to the old catalog on static pages were also replaced. Links in all notices and marketing emails were also updated to direct users to Pika. Promotion of the new system began with a featured news article and targeted social media posts, driving awareness and engagement.
- In preparation for their upcoming 2024 Library Marketing and Communications (LMCC) Conference session, Cordelia Anderson Consulting and Communications Specialist Christine Henschler coordinated a series of meetings throughout October. These meetings were instrumental in finalizing the structure of their presentation, ensuring a cohesive and engaging flow that emphasizes the elements of their session, "Taking a Community-Based Approach to Branding." Following this, Christine began designing their presentation template, which reflects the Clearview Library District's recent brand

refresh. This preparatory work was essential for delivering a presentation highlighting the district's strategic branding and community engagement approach.

- In October, Communications Assistant Jessica Colombo created a month-long social media campaign to celebrate TeenTober, a nationwide initiative promoting teen services and the innovative ways libraries help teens develop skills and pursue their passions. The campaign included four Facebook and Instagram posts showcasing teen programs, events, and resources, such as the 'Adulting 101' series and Young Adult-themed book carousels through photos and videos. It achieved strong results, with two of the Facebook posts achieving the highest engagement numbers for the month—104 and 57 interactions—and impressive engagement rates of 15.52% and 9.58%. These results indicate that our social media efforts are successfully driving interest and participation in our programs and services.

### Opportunities

- Digital Communications Coordinator Brad Vogler attended Orangeboy's half-day online Data Day conference. Presentations included *Storytelling with Data* and *Using NPS and BI Reporting at Your Library*. Orangeboy collects all of the presentations in its knowledge base, which makes it easy to review and then see how we might implement elements from them in our work.
- Freelance Writer Kristen White was working on the holiday edition of *Book Corner* for MyNOCO Magazine, highlighting festive books. She contacted Communications Specialist Christine Henschler for holiday recommendations (Christmas, Hanukkah), focusing on winter reads. Christine connected with Public Services Librarians and staff to gather suggestions for all age groups. Adult Services Supervising Librarian Jennifer Bradley, Children and Family Services Librarian Trisha Parsons, and Early Literacy Librarian Nancy Milliken contributed valuable titles and resources. Receiving another request for recommendations is humbling and reinforces the impact of our previous contributions. Our knowledgeable staff's names and titles will accompany their selections, reflecting their commitment to fostering literacy in the community.
- The Town of Severance offered another opportunity to feature a Library District promotional advertisement in its February 2025 quarterly newsletter, mailed to all residents. The Communication Specialist crafted a full-page ad titled *Explore, Imagine & Connect—Your Library Awaits*, highlighting our programs and events, emphasizing community connections, and detailing resources available for all ages. This full-page ad space in this widely distributed mailing should increase community engagement, attract more visitors, and strengthen our relationships with Severance residents.

### Challenges

- Initially, we weren't able to connect Google Analytics to Pika. Their support fixed the issue once we identified that we weren't seeing any data. Our catalog page view stats are likely lower this month because of this, though.
- The Communications Specialist is undertaking a time-intensive project to update promotional materials with the new library hours. This involves designing and ordering various color-specific stickers to replace outdated information on hundreds of



animal-themed and other print bookmarks distributed earlier this fall. The recent approval of new library hours required significant adjustments across all marketing collateral, including bookmarks and other materials featuring incorrect schedules. Ensuring accurate and consistent communication of the new library hours remains a top priority. The Communications Specialist crafted a comprehensive outreach strategy for the team to implement throughout December, aimed at raising awareness about the new hours across all communication channels.

- The Communications Specialist and Assistant faced significant challenges while attempting to sell items from the district on the Library District's Facebook Marketplace, as requested by staff. New guidelines from MetaBusiness created several obstacles. To sell on Facebook Marketplace, a business account with a Facebook Shop is needed to manage listings. However, setting up a shop required creating financial accounts for deposits, which was frustrating since the Library District only accepted cash or checks. Additionally, Facebook's guidelines complicated what items could be sold, causing confusion. Despite investing considerable time in navigating this process, MetaBusiness's lack of support hindered their efforts. Ultimately, the Communications team could not facilitate sales, prompting a reassessment of future strategies.

## October 2024 Usage Stats

### Key Takeaways:

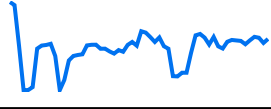


- The bookmobile had its highest patron count of the year in October due to Halloween events. Patrons served through Outreach also had a good month, with events like the Poudre Pour and Windsor Charter Academy's Health & Wellness Night. But since Outreach had an unusually high patron count in September, total off-site patrons seems lower in comparison.
- Total circulation was level in comparison to the previous month, and continued to be higher in comparison to the same time last year. Digital circulation continued its steady growth, and database usage increased significantly due to high usage of PebbleGo.
- Meeting room use remained steady. Most room bookings were made by patrons.
- Program waitlists grew from the previous month; in general, there were more programs and more attendees.



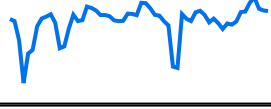
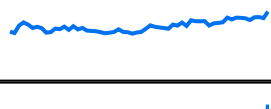

### About the Dashboards:




- 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.

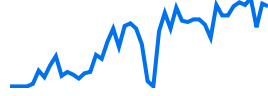


### About the Metrics:

- 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.


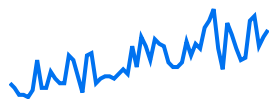
Patrons Served			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Windsor Patrons 11,140	8.53%	-3.77%	
Severance Patrons 3,603	8.98%	N/A	N/A
Off-site Patrons 4,555	-22.78%	-22.90%	
Total Patrons 19,298	-0.88%	10.37%	

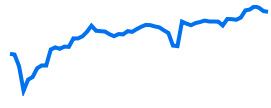

Circulation			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Windsor Circs 23,963	-3.98%	-10.06%	
Severance Circs 6,500	6.28%	N/A	N/A
Off-site Circs 2,160	18.94%	-18.89%	
Total Circs 32,623	-0.81%	11.32%	
Digital Circs 13,625	14.53%	29.97%	
Database Usage 13,678	127.93%	85.01%	


Program Attendees			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Windsor Attendees 1,596	18.05%	50.99%	
Severance Attendees 1,843	43.20%	N/A	N/A
Off-site Attendees 1,330	19.18%	-17.39%	
Total Attendees 4,776	25.29%	77.55%	


Number of Programs			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Windsor Programs 61	-3.17%	19.61%	
Severance Programs 53	8.16%	N/A	N/A
Off-site Programs 51	15.91%	-30.14%	
Total Programs 166	3.11%	31.75%	

\*Totals include online programs.

Program Waitlists			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Waitlisted People 157	14.60%	5.37%	
Waitlisted Programs 29	11.54%	-23.68%	

Cardholders			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Active Cardholders 5,748	-0.86%	13.33%	
New Cardholders 326	4.82%	18.12%	

Meeting Rooms			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines From Aug '23
Windsor 50.65%	22.61%	55.51%	
Severance 28.59%	2.58%	N/A	N/A

Website Stats			
Oct 2024	vs. Sept 2024	vs. Oct 2023	Sparklines
Pageviews 36,886	1.18%	36.30%	

## REPORTS OF THE LIAISONS - NOVEMBER 2024

### Lainie Peltz - Town of Windsor

- No report was received.

### Jennifer Hansen - Weld RE-4 School District

- No report was received.

### Craig Joseph- Town of Severance

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

### Dale Hall - City of Greeley

- Nothing to report at this time.

## REPORTS OF THE LIAISONS - DECEMBER 2024

### Lainie Peltz - Town of Windsor

- The Town Board approved the 2025 Budget as presented as well as the wording for the Feb 18, 2025 special election to include the citizen petition to approve the sale of marijuana within town limits as well as a number of proposed changes to the Town Charter. The Ad Hoc Charter Committee met numerous times to come up with the proposed changes, the most impactful ones regarding term limits and separating the Mayor and Town Board positions. A "blue book" will be provided ahead of time to help explain each ballot issue. It will be a long ballot and we encourage all citizens to take their time and vote. We as a Town Board do support the proposed changes to our Charter.

### Jennifer Hansen - Weld RE-4 School District

- No report was received.

### Craig Joseph- Town of Severance

- **Town Scoop** - The Official Town of Severance Newsletter
  - [December 2024 Town Scoop](#)
  - The new Severance Police Department, located at 209 1st St., is scheduled to open with a ribbon-cutting ceremony on Thursday, December 12, 2024, at 2:00 p.m. followed by a tour of the new facility.

### Dale Hall - City of Greeley

- Nothing to report at this time.

## TREASURER'S REPORT - OCTOBER 2024

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

The average monthly yield for October in Colotrust is 5.019%.

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

Operating Revenue is at 103% of budget and on target to meet or exceed budget amounts. The negative property tax revenue is a correction from a previous month.

Expenditures are at 65% of the operating budget, with 84% of the year elapsed through October.

- General operating expenditures are at 89% 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 construction costs for the Severance Branch are \$2.4 million.
- We are projecting to be under budget by approximately \$600k through the end of the year for capital expenditures. It is anticipated that the Main St. improvements will occur in 2025.

### Change in Fund Balance

- The District is showing a \$2.9 million increase in fund balance through October 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.



Clearview Library District  
October 2024 Financials

	Oct 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	-\$13,850	\$8,346,228	\$8,233,544	101%
Specific Ownership Tax	\$151	\$251,264	\$245,000	103%
Other Income	\$53,208	\$531,821	\$424,586	125%
<b>Total Operating Revenue</b>	<b>\$39,509</b>	<b>\$9,129,313</b>	<b>\$8,903,130</b>	<b>103%</b>
<u>Expenditures</u>				
Salaries and Wages	\$205,181	\$2,088,649	\$2,899,805	72%
Benefits	\$39,456	\$598,531	\$1,021,325	59%
Operating	\$21,041	\$616,632	\$690,505	89%
Materials	\$34,382	\$335,446	\$509,500	66%
IT	\$41,266	\$141,733	\$253,200	56%
Programming	\$9,142	\$61,107	\$87,500	70%
Public Relations	\$627	\$78,371	\$124,643	63%
Vehicles	\$1,464	\$16,422	\$26,000	63%
Capital Existing	\$9,598	\$72,926	\$250,000	29%
Lease Payment - Branch	\$0	\$55,803	\$356,606	16%
<b>Total Operating Expense</b>	<b>\$362,155</b>	<b>\$4,065,620</b>	<b>\$6,219,084</b>	<b>65%</b>
<b>Operating Revenue Over (Under) Expenditures</b>	<b>(\$322,646)</b>	<b>\$5,063,694</b>	<b>\$2,684,046</b>	<b>189%</b>
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	\$0	(\$2,415,036)	(\$3,039,735)	79%
<b>Total Other Financing Sources (Uses)</b>	<b>\$0</b>	<b>(\$2,152,028)</b>	<b>(\$2,776,727)</b>	<b>0%</b>
<b>Net Increase (Decrease) to Fund Balance</b>	<b>(\$322,646)</b>	<b>\$2,911,666</b>	<b>(\$92,681)</b>	<b>189%</b>

## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of October 31, 2024

Oct 31, 24

## ASSETS

## Current Assets

## Checking/Savings

Total Checking/Savings	12,341,035.86
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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	12,361,198.57
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## TOTAL ASSETS

<b>12,361,198.57</b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 - *Accounts Payable	126,855.34
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Total Accounts Payable	126,855.34
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## Other Current Liabilities

2112 - Employee Health Insurance Payab	2,060.06
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2115 - Pera Life Insurance	632.13
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Total Other Current Liabilities	2,692.19
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Total Current Liabilities	129,547.53
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Total Liabilities	129,547.53
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## Equity

## 2860 - Non-Spendable

2860.01 - Prepaid Items	19,572.71
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Total 2860 - Non-Spendable	19,572.71
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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
-----------------------------	--------------

2862.02 - Capital Reserve	1,210,651.00
---------------------------	--------------

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
---------------------------------	--------------

Net Income	2,911,665.89
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Total Equity	12,231,651.04
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## TOTAL LIABILITIES &amp; EQUITY

<b>12,361,198.57</b>
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## 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 Ron Dunworth, Trustee Kendra Adams, and Attorney Brad Yatabe

Absent: Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

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

### **Review of Agenda**

Nothing at this time.

### **Public Input**

No public comment was given.

### **Director's Report** - Beth Gallinger, Interim Library Director

No Director Reports were presented at this meeting. October Director Reports will be presented at the December 5, 2024, regular board meeting. November Director Reports will be presented at the January 30, 2025, regular board meeting.

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

No Reports of the Liaisons were presented at this meeting. October Reports of the Liaisons will be presented at the December 5, 2024, regular board meeting.

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

No Financial Reports will be presented at this meeting. October Financial Reports will be presented at the December 5, 2024, regular board meeting. November Financial Reports will be presented at the January 30, 2025, regular board meeting.

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

Rochelle reported on the Friendsgiving event, that it was a big success, pies were eaten, prizes were won, and everyone had a good time. The F&F started promoting Clearview Reads with bookmarks.

**Old Business**

- Approve Minutes of the October 30, 2024, Regular Board Meeting
  - Minutes were approved.
  - Motion by Kendra Adams, second by Cole Gerstner, to approve minutes of the October 30, 2024, Regular Board Meeting; motion passed unanimously.
- Salary Survey/Work Study Results - Erin Mitchell, Financial Specialist
  - Erin reported that the library district is working with Graves Consulting in regard to the salary survey. Graves Consulting Senior Consultant Wendy Ecklund presented a slideshow presentation. Wendy fielded questions from the board and the board discussed the results that were presented.
  - The board asked that Wendy provide them with the data used in the salary survey and share the information that was presented in the slideshow. The board requested additional information from Erin as well as wage structure from nearby library districts.
  - Motion by Kendra Adams, seconded by Rochelle Brotsky, to table the Salary Survey discussion to the December regular board meeting and that board members receive the requested information that was asked for in the meeting; motion passed unanimously.
- FAMLI - Erin Mitchell, HR Specialist
  - Erin reported that upon further research, of FAMLI, she recommends that the districts continue to opt out of FAMLI.
  - Erin reported that employees will have the opportunity to sign up on their own, with FAMLI, if they would like to do so.
- Second Reading of the 2025 Clearview Library District Budget - Beth Gallinger, Interim Library Director
  - Interim Director Gallinger reported on new changes in the budget and that it was a zero change to the budget.
  - The board asked questions and held discussions about the Main St. property (capital improvement money), operating costs, revenue, and expenditures. The board each shared their opinion and thoughts. Cole asked Attorney Yatabe, to follow up with Attorney Garcia, about liability and another question to be proposed. Attorney Yatabe asked the board to provide a written memo on the discussion and to include their questions so that he could get up to speed. Cole will draft a memo to Attorney Garcia. Cole asked to add an Executive Session to the December regular board meeting.
  - Jeromey asked if there were any public comments or statements regarding the Second Reading of the 2025 Budget. There were none.

**New Business**

- Board Evaluation - Jeromey Balderrama, Board President
  - Jeromey stated that it is customary for the board to do a self-evaluation and that he will send out a survey form, by December 2 to board members. Jeromey will review the results and present them at the January 30, 2025, regular board meeting.
  - Kendra noted there will not be a Director's evaluation this year due to Director Kling's retirement. Next year will be a regular year for a Director review at the end of the year.
- Amend Director Rose Contract - Jeromey Balderrama, Board President
  - Jeromey reported that incoming Director Rose asked to amend her contract to move up her start date to Monday, December 2, 2024.
  - Attorney Garcia will amend the contract. Jeromey will present the amended contract to Director Rose to sign.
  - Motion by Ron Dunworth, second by Kendra Adams, to amend Director Rose's contract to the new start date of Monday, December 2, 2024; motion passed unanimously.

**Upcoming Agenda**

Adopt the Budget  
Resolutions  
Financials  
Director's Reports  
Salary Study

**Adjourn**

Motion by Rochelle Brotsky, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 8:07 p.m.

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, December 5, 2024, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Special Meeting, January 2, 2025, 5:30 p.m. - 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:** Erica Rose, Library Director

**Date:** December 5, 2024  
**Re:** Adoption of the 2025 Clearview Library District Budget  
**Item 5.1:** New Business

### **Background / Discussion**

The Board of Trustees adopts the annual budget following a schedule set by the State of Colorado.

### **Attachments**

2025 Clearview Library District Budget Statement and Budget  
Certification of Valuation November 18, 2024  
Resolution 24-07 Resolution to Adopt the 2025 Clearview Library District Budget

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

December 5, 2024

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

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 of 3.546, which has not increased since 2001. This mill levy is assessed against property owners and businesses within the Library District boundaries. The property assessment figure from Weld County for the 2025 budget cycle is \$1,911,805,064, which will generate \$6,779,260.76 in property tax revenue for the Library District. This is a 20% decrease in property tax revenue from 2024. While residential and commercial assessed valuations continue to increase, the oil and gas assessed valuation decreased from a peak in assessed valuation in the prior year. Revenue from sources other than property taxes is projected at \$723,492.00. The total anticipated operating revenue for the Clearview Library District for 2025 is \$7,502,752.76.

### **Highlights of Operating Expenditures**

Projected operating expenditures for 2025 are \$6,645,341, 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 facilities maintenance, wages, administration, programming, and materials.

**Salaries and Benefits**, \$4,267,639 or 64% of the projected expenditures. This is an 11% increase over 2024, and is attributed to two key factors: 1) the district may be adding staff to operate the library in Severance at 40 hours a week, and 2) an organizational study will take place which may highlight the need for additional or restructured positions. The organizational study will be paired with the results of a salary study. The projected budget will allow us to move forward

with necessary changes and recommendations in order to ensure a high-functioning organizational structure and a competitive and fair wage scale for all employees.

**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**, \$279,598 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 in accordance with the Library's security consultant's recommendations. Specific items include bullet resistance glass and adjustments for enhancing secure access in the buildings.

**Capital for maintenance of Main Street Property**, \$600,000 or 8% of the projected expenditures. This capital funding is designated for the possible funding of shared infrastructure improvements with adjacent developer for road, sewer, and water on the Main Street property.

**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 Budet	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	\$6,779,261
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
<b>Total Operating Revenue</b>	<b>\$6,419,832</b>	<b>\$8,903,130</b>	<b>\$8,903,130</b>	<b>\$8,960,310</b>	<b>\$9,269,475</b>	<b>\$7,502,753</b>
<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
<b>Total Operating Expense</b>	<b>\$4,071,919</b>	<b>\$6,031,081</b>	<b>\$6,119,084</b>	<b>\$3,319,778</b>	<b>\$5,444,690</b>	<b>\$6,645,341</b>
<b>Operating Revenue Over (Under) Expenditures</b>	<b>\$2,347,913</b>	<b>\$2,872,049</b>	<b>\$2,784,046</b>	<b>\$5,640,533</b>	<b>\$3,824,785</b>	<b>\$857,412</b>
<u>Other Financing Sources (Uses)</u>						
DOLA	\$248,059	\$173,440	\$263,008	\$263,008	\$263,008	\$0
Capital	(\$5,524,605)	(\$1,523,660)	(\$3,039,735)	(\$2,398,911)	(\$2,439,735)	(\$600,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(\$5,276,546)</b>	<b>(\$1,350,220)</b>	<b>(\$2,776,727)</b>	<b>(\$2,135,903)</b>	<b>(\$2,176,727)</b>	<b>(\$600,000)</b>
<b>Net Increase (Decrease) to Fund Balance</b>	<b>(\$2,928,633)</b>	<b>\$1,521,829</b>	<b>\$7,319</b>	<b>\$3,504,630</b>	<b>\$1,648,058</b>	<b>\$257,412</b>
<b>Beginning Fund Balance</b>	<b>\$12,213,684</b>	<b>\$9,285,051</b>	<b>\$9,285,051</b>	<b>\$9,285,051</b>	<b>\$9,285,051</b>	<b>\$10,933,109</b>
<b>Ending Fund Balance</b>	<b>\$9,285,051</b>	<b>\$10,806,880</b>	<b>\$9,292,370</b>	<b>\$12,789,681</b>	<b>\$10,933,109</b>	<b>\$11,190,521</b>



Respectfully submitted,  
Erica Rose, Library Director  
December 5, 2024

# CERTIFICATION OF VALUATION BY WELD COUNTY ASSESSOR

Name of Jurisdiction: 1051 - CLEARVIEW LIBRARY

IN WELD COUNTY ON 11/18/2024

New Entity: No

<b>USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY</b>
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IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2024 IN WELD COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$2,321,924,310
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$1,913,157,930
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$1,352,866
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$1,911,805,064
5. NEW CONSTRUCTION: **	\$55,668,870
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND ( 29-1-301(1)(b) C.R.S.): ##	\$105,454,436
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1))(a) C.R.S.):	\$3,126.68
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$25,231.19

\* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b),Colo.

\*\* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

# Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

## Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

<b>USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY</b>
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IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b),C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2024 IN WELD COUNTY, COLORADO ON AUGUST 25, 2024

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$11,638,045,079
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: !	\$390,086,611
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$120,519,356
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
<small>(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)</small>	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$129,302
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$1,059,462

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

! Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1),C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS : 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:----->	\$0
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NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2024

IN ACCORDANCE WITH 39-5-128(1.5)C.R.S. THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **	\$1,024,259
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\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 f(3). C.R.S.

## RESOLUTION 24-07

### RESOLUTION TO ADOPT THE 2025 CLEARVIEW LIBRARY DISTRICT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CLEARVIEW LIBRARY DISTRICT, Colorado for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

WHEREAS, the Library Board of the Clearview Library District has appointed Erica Rose, Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Erica Rose, Library Director, has submitted a proposed 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 October 30, 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 budget of the Clearview Library District, Colorado for the year stated above.

Section 2. That the 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 5th day of December, A.D. 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board

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Clearview Library District Board Member

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** December 5, 2024  
**Re:** Appropriate Sums of Money  
**Item 5.2:** New Business

### **Background / Discussion**

This is the second step in the budget adoption process.

### **Attachments**

Resolution 24-08 Resolution to Appropriate Sums of Money

## RESOLUTION 24-08

### RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2025 BUDGET YEAR.

WHEREAS, the Library Board has adopted the annual budget in accordance with the Local Budget Government Law, on December 5, 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 of 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 \$6,645,341

Capital Outlay \$600,000

Reserve Funds \$0

**TOTAL GENERAL FUND \$7,245,314**

ADOPTED, this 5th day of December, A.D. 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board

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Clearview Library District Board Member

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** December 5, 2024

**Re:** Set the Mill Levy

**Item 5.4:** New Business

### **Background / Discussion**

This is the third step in the annual budget process. Once the budget is adopted and the funds are appropriated, the board votes to set the mill levy. The Weld County Assessor is then notified by the library director.

### **Attachments**

Resolution 24-09 Resolution to Set the Mill Levy

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of WELD COUNTY, Colorado.

On behalf of the CLEARVIEW LIBRARY,  
 (taxing entity)<sup>A</sup>  
 the Board of Trustees,  
 (governing body)<sup>B</sup>  
 of the CLEARVIEW LIBRARY,  
 (local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ \$1,913,157,930.00 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \$1,911,805,064.00 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

**Submitted:** \_\_\_\_\_ for budget/fiscal year 2025.  
 (no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	3.546 mills	\$ 6779260.76
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < 0.00 >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>3.546 mills</b>	<b>\$ 6779260.76</b>
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ 0.00
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ 0.00
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ 0.00
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ 0.00
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
<b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]	<b>3.546 mills</b>	<b>\$ 6779260.76</b>

Contact person: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
 (print)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.*

<sup>1</sup> If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).



**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

- 1. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
  
- 2. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

**CONTRACTS<sup>K</sup>:**

- 3. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
  
- 4. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

<sup>A</sup> **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a *taxing entity* is also a geographic area formerly located within a *taxing entity*'s boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government<sup>C</sup>.

<sup>B</sup> **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity*'s mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

<sup>C</sup> **Local Government** - For purposes of this line on Page 1 of the DLG 70, the *local government* is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The *local government* is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the *local government* and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the *local government* when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the *local government* if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the *local government* when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

<sup>D</sup> **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a “tax increment financing” entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity*'s total mills upon the *taxing entity*'s *Gross Assessed Value* found on Line 2 of Form DLG 57.

<sup>E</sup> **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25<sup>th</sup> each year and may amend it, one time, prior to December 10<sup>th</sup>. Each entity must use the **FINAL** valuation provided by assessor when certifying a tax levy.

<sup>F</sup> **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use “tax increment financing” to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity*'s mill levy applied against the *taxing entity*'s gross assessed value after subtracting the *taxing entity*'s revenues derived from its mill levy applied against the net assessed value.

<sup>G</sup> **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57. **Please Note:** A downtown development authority (DDA) may be both a *taxing entity* and have also created its own *TIF area* and/or have a URA *TIF Area* within the DDA's boundaries. As a result DDAs may both receive operating revenue from their levy applied to their certified *NET assessed value* and also receive TIF revenue generated by any *tax entity* levies overlapping the DDA's *TIF Area*, including the DDA's own operating levy.

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**<sup>H</sup> General Operating Expenses (DLG 70 Page 1 Line 1)**—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

**<sup>I</sup> Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)**—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity*'s levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not applicable to other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

**<sup>J</sup> General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)**—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

**<sup>K</sup> Contractual Obligation (DLG 70 Page 1 Line 4)**—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

**<sup>L</sup> Capital Expenditures (DLG 70 Page 1 Line 5)**—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

**<sup>M</sup> Refunds/Abatements (DLG 70 Page 1 Line 6)**—The county assessor reports on the *Certification of Valuation* (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: Pursuant to Article X, Section 3 of the Colorado Constitution, if the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity*'s total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

**<sup>N</sup> Other (DLG 70 Page 1 Line 7)**—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.



## RESOLUTION 24-09

### RESOLUTION TO SET THE MILL LEVY

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Clearview Library District has adopted the annual budget in accordance with the Local Government Budget Law on December 5, 2024, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$6,779,260.76 and;

WHEREAS, the 2024 net valuation for assessment for the Clearview Library District as certified by the County Assessor is 1,911,805,064

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO (formerly the Windsor-Severance Library District, Colorado);

Section 1. That for the purpose of meeting all general operating expenses of the Clearview Library District during the 2025 budget year, there is hereby levied a tax of 3.546 mills upon each dollar of the total valuation for assessment of all taxable property within the Clearview Library District herein above determined and set.

Section 2. That the Library Director is hereby authorized and directed to immediately certify to the County Commissioners of Weld County, Colorado the mill levy for the Clearview Library District herein above determined and set.

ADOPTED, this 5th day of December, A.D. 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board

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Clearview Library District Board Member

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** December 5, 2024  
**Re:** Appreciation, Resolution 2024-10  
**Item 5.5:** New Business

### **Background / Discussion**

Trustee Rochelle Brotsky retires from the board on December 31, 2024, after serving the district for seven years. Rochelle has served as a Board Alternate, as President for two years, as Vice-President for two years, and as Secretary. Rochelle has also served as the Liaison to the Friends and Foundation for many years.

### **Attachments**

Resolution 24-10 Resolution of Appreciation



## RESOLUTION 24-10

### APPRECIATION

A RESOLUTION COMMENDING TRUSTEE ROCHELLE BROTSKY FOR HER SERVICE, LEADERSHIP, AND DEDICATION TO THE CLEARVIEW LIBRARY DISTRICT AS A TRUSTEE.

WHEREAS, the Clearview Library District (the "District"), situated in Weld County in the State of Colorado, is a library district duly organized in 1985 and validly existing pursuant to the provisions of Part 1 of Article 90 of Title 24 of the Colorado Revised Statutes ("C.R.S.") and established by separate resolutions of the Town of Windsor (the "Town") and Weld County School District RE-4 (the "School") to meet the informational, educational, recreational, and cultural reading needs of the people within the service area of the District; and

WHEREAS, Trustee Rochelle Brotsky served as Alternate Trustee to the Board of Trustees of the District (the "Board") in 2018, served as President of the Board in 2019 and 2020, served as Vice-President of the Board in 2021 and 2022, served as Trustee in 2023, and served as Secretary in 2024, and served as Liaison to the Friends and Foundation; and

WHEREAS, under the leadership of Trustee Rochelle Brotsky, the District has experienced unprecedented development growth, including the establishment of a District Services Center on Ash Street in Windsor, renovation of the Windsor-Severance Library in Windsor, and a branch library to be constructed in Severance; and

WHEREAS, Trustee Rochelle Brotsky has spent innumerable hours actively attending to her duties with the District and serving as a devoted library advocate, resulting in excellent library services being provided to the community and improved advocacy of library services within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES, AS FOLLOWS:

1. That Trustee Rochelle Brotsky be recognized and commended for her years of dedicated service to the citizens of the Clearview Library District.

Upon motion duly made, seconded, and carried, the foregoing Resolution was adopted this 5<sup>th</sup> day of December 2024.

ATTEST:

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Jeromey Balderrama, President  
Clearview Library District Board

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Clearview Library District Board Member

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** December 5, 2024  
**Re:** Appreciation, Resolution 2024-11  
**Item 5.6:** New Business

### **Background / Discussion**

Approval by the Clearview Library District Board of Trustees is required for the addition of Director Erica Rose to Clearview Library District financial accounts.

### **Attachments**

Resolution 24-11 Resolution Financial Accounts

**RESOLUTION 24-11****APPROVING ADDITION OF DIRECTOR ERICA ROSE  
TO FINANCIAL ACCOUNTS**

A RESOLUTION APPROVING ADDITION OF DIRECTOR ERICA ROSE TO FINANCIAL ACCOUNTS

WHEREAS, the Clearview Library District ("Library") is a public library with all powers and authority provided by Colorado law; and

WHEREAS, pursuant to C.R.S. §24-90-109(1)(c) the Library Board of Trustees ("Board of Trustees") is empowered to employ a Director who shall have the duty of performing all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board wishes to ensure that Erica Rose, hired by the Board of Trustees as Director effective December 2, 2024, is provided access to bank accounts, credit card accounts and any other financial instruments as required to perform her duties as Director.

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES, AS FOLLOWS:

1. Director Erica Rose is hereby authorized and directed to have access to all bank accounts, credit card accounts, and any other financial instruments as required to perform her duties as Director.
2. Director Erica Rose is authorized to establish any account in the name of the Library as deemed necessary in the performance of her duties with notice of such establishment of any new account to be reported to the Library Board.

Upon motion duly made, seconded, and carried, the foregoing Resolution was adopted this 5th day of December, 2024.

CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES

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Jeromey Balderrama, President

ATTEST:

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Clearview Library District Secretary