

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 - November and December - Beth Gallinger, IT & Technical Services Manager
- Erica Rose, Library Director

- Introduction of Staff
- Communication and Monthly Statistics

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - November and December - Lisa Gagliardi, Treasurer

Friends & Foundation Report - Lisa Gagliardi, Treasurer

Old Business

- Approve Minutes of the December 5, 2024, Regular Board Meeting (Action)
- Approve Minutes of the January 2, 2025, Special Board Meeting (Action)

- Quarterly and Annual Statistics - Erica Rose, Library Director (Information)
- Strategic Plan Quarterly Update - Erica Rose, Library Director (Information)
- Library Board Openings Update - Erica Rose, Library Director (Information)

New Business

- Donated Materials Policy Review - Jeromey Balderrama, Secretary (Action)
- Letter of Engagement for the Annual Audit - Erica Rose, Library Director (Action)
- Colorado Public Library Standards - Jeromey Balderrama, Secretary (Information)
- Library Board Self-Evaluation - Jeromey Balderrama, Secretary (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Special Meeting, February 4, 2025, 5:30 p.m. - Administrative Services Building; Public via Zoom
- The Board of Trustees Regular Meeting scheduled for February 27, 2025, is cancelled.
- Board of Trustees Working Session, March 13, 2025, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Regular Meeting, March 27, 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 - NOVEMBER/DECEMBER 2024

*Districtwide Update - Interim Director, Beth Gallinger, November
Library Director Erica Rose, December*

Highlights

- **November:** The Library District was closed on November 11 for an all-staff training day focused on safety and preparedness. Staff participated in sessions to become certified in First Aid and CPR. Additionally, they underwent self-defense training, which emphasized identifying potential risks and learning strategies to respond effectively. These trainings are reflective of our commitment to maintaining a secure library environment.
- **November:** Administration staff continue meetings with incoming Director Erica Rose. These discussions and open communication helped ensure a seamless transition, allowing Director Rose to familiarize herself with teams, library operations, and ongoing projects.
- **December:** The wall blocking public access to the staff area at the Windsor Library has been completed, enhancing staff security and privacy, providing a space for book cart storage, and affording a cleaner aesthetic on the public floor.
- **December:** Beth Gallinger (IT/Tech Services), Erin Mitchell (HR/Finance), and Natalie Wagner (Office Manager) facilitated a welcoming and successful all-staff meeting on December 8. The agenda included a meet-n-greet with Director Rose, and staff education about the new benefits plan through CEBT.
- **December:** Director Rose dedicated December to listening and learning across the organization:
 - One-on-one conversations took place with every staff member.
 - After mining the data, key themes emerged from these discussions, which will be used as a baseline to approach planning and goals for the upcoming year.
 - Director Rose attended team meetings throughout the organization, toured the facilities, and spent time in the buildings to get a feel for space, usage, and culture at each facility.
 - The Executive Leadership team was established, consisting of the Technical Services/IT Manager, Customer Service Manager, Public Services Manager, and Library Director, with support from the Office Manager. This group meets regularly to discuss the overall operations and strategy of the District.

Opportunities

- **November:** A contract was signed with NOCO Renovations to construct the wall that blocks off public access to the staff area at the Windsor Library.
- **December:** As the new year approaches, we are having strategic conversations about enhancing District communication, addressing staffing needs, supporting professional development, implementing targeted networking and relationship development in the community, and encouraging strategic thinking across the district.

- **December:** New Library Hours went into effect at both the Windsor and Severance libraries, and we hope this increased accessibility will increase usage.

Challenges

- **November:** Ongoing building projects at the Windsor Library caused some disruption and noise, which, at times, presented challenges for staff. These improvements are essential for enhancing the library's facilities, and we appreciate the patience and understanding of our staff as we navigate these temporary inconveniences.
- **November/December:** The main entrance doors at the Severance Library have continued to experience issues. Due to their inconsistent functionality, we've had to route patrons through alternate doors. This disruption has also led to the suspension of our After Hours Meeting Room reservation service, which affects patrons who rely on this service.
 - These issues escalated throughout December, leading to considerable expenditures of staff time and resources, inhibiting access for patrons, and increasing the risk and liability for the District. Working toward a resolution is a top priority.

Personnel

- **November/December:** Erin Mitchell (HR/Finance) ensured that CPR training for all staff was finalized, and we are proud to report that the entire organization is CPR-certified.
- **December:** Beth Gallinger concluded her work as Interim Director, transitioning to Director Erica Rose.
- **December:** The annual Sweet & Savory holiday gathering held on December 15, alongside Jolabokaflokkur, was attended by staff and board members.

Board of Trustees Meeting Highlights - December 2024

- The [Budget Message and Budget 2025](#) was passed.
- The board passed a resolution to appreciate Rochelle Brotsky for years of service on the board.
- The board passed resolutions to certify the Mill Levy and funding, and to add Director Rose to the appropriate financial accounts.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- **November:** Christy Olson and Becca Sharp welcomed students with significant needs from Mountain View Elementary to the Windsor Library for the first of several monthly visits. While walking the group to the Windsor Library, it was recognized that a curb between the Mountain View parking lot and the Windsor Library's walkway created an access barrier for students in wheelchairs. Becca liaised with Weld Re-4 School District partner, Hannah Adams, who connected with Weld RE-4 School District Facilities, and a ramp was created. This collaboration exemplifies the partnership's commitment to prioritizing access and accommodations for all library visitors.

- **November:** We featured the 100th offering of Pub Trivia. This program has been going strong since 2017, continues to bring in a huge audience, and is an example of a strong partnership with a local small business.
- **November:** We welcomed over 100 people for our inaugural Preschool Prom. Diana Hyland and Cristin Altepeter put together an exceptional program for our littlest patrons, complete with limo (wagon) rides, boutonnieres, and corsages!
- **December:** Our Mobile Services team staffed two high-profile events, Windsor Wonderland and Severance Town Christmas, interacting with 686 individuals and 326 individuals at these events, respectively.
- **December:** Our annual Santa's Workshop event was our biggest one yet. We welcomed approximately 530 individuals to the Windsor Library, causing a bit of concern about crowd control and program supplies. We are having internal discussions about how we can respond to the demand for this program next year.

Opportunities

- **November:** Our Youth Services Librarians met with the Mental Health and Wellness team from Weld RE-4 School District. Library staff learned about the resources that they offer to students and families, as well as areas of need. Both teams brainstormed ways we can partner together for the future, including attending their Resource Fair in April.
- **November:** Jennifer Bradley, Adult Services, has partnered with Sustainable Windsor, who in turn is in partnership with Xcel Energy, to make an energy efficiency kit available for checkout. The kit features items that can be used to measure energy efficiency in the home and will be publicized over the next few weeks.
- **December:** Julie Santilli proposed and oversaw a new activity-based winter challenge, Reindeer Games. The goal of Reindeer Games was to engage with and guide kiddos to library services through different prompts. We made prizes available for those who completed the games, and judging from the prizes left over, we had approximately 400 participants in total. We're excited to expand on this idea next year.

Challenges

- **November:** Low attendance at two of our newer bookmobile stops may have been influenced by limited marketing and outreach efforts in the surrounding neighborhoods. Due to challenges with securing updated promotional materials, we made the decision to temporarily remove these stops from our schedule.
- **December:** We have quite a few new juvenile titles at Windsor Library that are not circulating well. Trisha is working to identify ways in which we can better market and display our newest titles.

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

Highlights

- A new self-check station has been installed in the children's area at Windsor Library. It was designed to make it easier for children to access and check out library materials. The station also features fun, whimsical artwork created by Communications Specialist Christine Henschler.
- Staff can now attend the Marmot Quarterly Discovery Meetings, where they can learn about new features and share ideas for improving our discovery layer. The Marmot Library Network is highly collaborative, and it's been a rewarding experience to work with them to enhance our services and tools.
- We have purchased Infinity Game Tables for public use, which feature touchscreens and offer a fun and interactive way to play a wide variety of digital board games. We are first introducing them to staff and will soon make them available in the library's public spaces.
- We have installed RFID book drops at the Windsor Library, which allows items to be automatically checked in as soon as patrons return them and streamline the check-in process, reducing manual work for staff and ensuring items are promptly removed from patron accounts. This system is already in operation at the Severance Library.

Opportunities

- We have made significant progress on the Windsor Library's access control system. Staff and authorized personnel can now use codes to access secure areas, which marks a major step forward in improving security and streamlining access within the library. We look forward to continuing to refine and expand the system in the coming weeks.
- We have begun work on installing the access control system at the Windsor Library. This system will enhance staff experience by streamlining building access and will also enable after-hours access for patrons, providing greater flexibility and convenience.
- All public service iPads are being incorporated into PDQ, an endpoint management tool that ensures devices remain up-to-date and more secure than before. This transition also provided an opportunity to enhance patron privacy and safety, further aligning with our commitment to protecting user information.
- We have begun implementing LibraryIQ, a collection analysis software that will help us better understand usage patterns and improve our collection to meet community needs.

Challenges

- On December 20, the Administrative Services Building experienced a power outage. When staff arrived, they found the lights flashing on and off and a burning electric smell in the building. IT equipment was promptly powered off, and once power was restored, everything came back up as expected. The issue was traced to the service from a building next door. While the situation caused uncertainty throughout the day, no long-term damage resulted. It served as a valuable test of our emergency procedures, and we are thankful for the smooth recovery.

- Shoutbomb, our phone and text notification system, has been having trouble syncing properly with our Integrated Library System (ILS). IT Assistant Trevor Wagner has been diligently working with the vendor to troubleshoot and resolve the issue. Throughout this process, Trevor has also been expanding his skill set by learning SQL, which is helping him better understand and address the technical challenges involved.

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- **November:** On November 11, 2024, the library was closed for the day so that staff could participate in safety and emergency training. As the face of the library, the Customer Service department was especially glad to receive this training as safety tends to be our number one concern.
- **November:** The opportunity we identified last month to put up author read-a-like signs in our Adult Fiction areas at both Windsor and Severance was implemented. They will hopefully be a source of inspiration for patrons to discover new authors.
- **December:** The automatic check-in machines have been up and running for a few months now and are working with minimal malfunctions. This was our first holiday season with automatic self-check-in (Thanksgiving, Christmas, and New Year's), and these machines make returning after a holiday so much easier. Having items cleared from the patrons' accounts is a win-win for both the patron and the Customer Service Department!

Opportunities

- **November:** Keeping current on customer service trends, as patrons are the focus of our job and the heart of our libraries. Customer Service Supervisor Kailin Kelley has been identifying training videos that can be assigned to staff monthly. One recent video assigned to staff was "Empathy Driven Customer Service."
- **December:** The IT Department asked the Severance Library Customer Service team if they would be the group to test our new Ask Us software, Happy Fox. This department uses this software often to respond to web-based patron questions, so this was a wonderful opportunity to work with IT.

Challenges

- **December:** After Hours at the Severance Library is still suspended as the doors continue to be unreliable. This can be challenging for the Severance Customer Service team as they field questions from disappointed patrons, especially since we can't offer a definitive timeline as to when the service will be available again.

Communications Update - Communications Specialist Christine Henschler

Highlights

- **November:** Communications Specialist Christine Henschler co-presented "Taking a Community-Based Approach to Branding" with Cordelia Anderson at the National Library Marketing and Communications Conference in St. Louis, MO. The session, which had 93 attendees, showcased the collaborative rebranding efforts of the Clearview Library District and Cordelia Anderson Consulting in 2023. Attendees praised the presentation for being engaging and practical, highlighting its value as a rebranding blueprint.
- **December:** The Communications Specialist enhanced promotional efforts for Santa's Workshop by purchasing a premium "Community" advertising package through the Coloradoan Event site. This targeted investment significantly boosted event visibility, as reflected in high attendance. The event was featured on 28 sites, reached over 27,000 individuals across Colorado and Wyoming, and was highlighted on the Coloradoan website.
- **December:** The Communications team launched a campaign across platforms to promote awareness of the new library hours. This included a news announcement on the Library District's website and a targeted social media campaign. These posts achieved high impression and engagement rates (up to 2,187 impressions and 10.54% engagement).
 - The campaign consistently outperformed industry engagement benchmarks (1–2% on Facebook and 1–3% on Instagram). Strong engagement rates indicate that the announcement of new library hours successfully captured public attention, increased awareness, and showcased the effectiveness of targeted communications in connecting with the audience.

Opportunities

- **November:** Digital Communications Coordinator Brad Vogler improved the user experience on our website by redesigning and consolidating the Hours & Locations page. The next planned phase will focus on creating individual location pages and redesigning the Bookmobile page to ensure consistency and user-friendliness.
 - Additionally, Brad is developing a new slider and gallery feature to showcase additional photos on the redesigned pages for each location. Professional photos will be taken and featured in our website's "Reserve a Meeting Room" section.
- **December:** The Communications Specialist secured a featured announcement in the current edition of Windsor City Lifestyle Magazine's Business Monthly section, introducing our new Director Erica Rose. This timely placement aligns perfectly with her December start date, increasing visibility and recognition for her leadership role within the community.

Challenges

- **November:** The Windsor Library children's self-check wrap project faced several challenges that caused delays. Issues with the print test required extensive troubleshooting. Additionally, the large design file caused technical difficulties and slowed progress. The company finally provided a revised design template, which allowed the project to progress. However, the delays have affected the Communications Specialist's ability to keep up with regular tasks.

- **December:** The Communications team faced challenges adjusting content schedules to handle communicating about unexpected changes in services and operating hours while avoiding overwhelming our audience. We are working on streamlining and systematizing internal processes to address this.
- **December:** During the promotion of the Santa's Workshop event, several instances of miscommunication occurred across key communication channels. The root causes were identified, and a plan was developed to prevent future issues.

November, December, and End-of-Year 2024 Usage Stats

Key Takeaways:




- Most stats tend to be lower at the end of the year, usually due to holiday closures and weather. While counts have decreased in comparison to the previous month, the addition of the Severance Library has brought the totals up in comparison to the same time last year.
- Most stats showed growth in comparison to 2023, particularly programs and patron visits. Database sessions almost doubled due to high usage of PebbleGo. Circulation, both physical and digital, was the highest it has been in recent years.




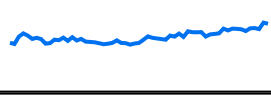

About the Dashboards:




- 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.


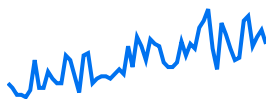
Patrons Served			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Windsor Patrons 10,423	-6.44%	9.34%	
Severance Patrons 2,843	-21.09%	N/A	N/A
Off-site Patrons 1,086	-76.16%	-31.00%	
Total Patrons 14,352	-25.63%	30.14%	

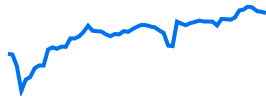

Circulation			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Windsor Circs 22,707	-5.24%	-9.60%	
Severance Circs 6,039	-7.09%	N/A	N/A
Off-site Circs 1,506	-30.28%	-31.42%	
Total Circs 30,252	-7.27%	10.75%	
Digital Circs 13,323	-2.22%	25.65%	
Database Usage 4,862	-64.45%	-40.75%	


Program Attendees			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Windsor Attendees 1,636	2.51%	135.73%	
Severance Attendee 900	-51.17%	N/A	N/A
Off-site Attendees 974	-26.77%	-12.33%	
Total Attendees 3,552	-25.63%	86.55%	


Number of Programs			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Windsor Programs 56	-8.20%	19.15%	
Severance Programs 40	-24.53%	N/A	N/A
Off-site Programs 38	-25.49%	-38.71%	
Total Programs 137	-17.47%	15.13%	




*Totals include online programs.




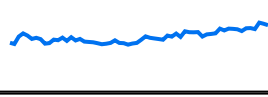

Program Waitlists			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Waitlisted People 145	-7.64%	101.39%	
Waitlisted Programs 23	-20.69%	9.52%	




Cardholders			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Active Cardholders 5,665	-1.44%	11.85%	
New Cardholders 235	-27.91%	26.34%	




Meeting Rooms			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines From Aug '23
Windsor 41.82%	-17.43%	37.43%	
Severance 22.28%	-22.07%	N/A	N/A

Website Stats			
Nov 2024	vs. Oct 2024	vs. Nov 2023	Sparklines
Pageviews 31,860	-13.63%	33.79%	



Patrons Served			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Windsor Patrons 10,140	-2.72%	11.99%	
Severance Patrons 2,603	-8.44%	N/A	N/A
Off-site Patrons 2,169	99.72%	-15.96%	
Total Patrons 14,912	3.90%	28.17%	



Circulation			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Windsor Circs 22,193	-2.26%	-2.74%	
Severance Circs 5,490	-9.09%	N/A	N/A
Off-site Circs 1,545	2.59%	-21.29%	
Total Circs 29,228	-3.38%	17.95%	
Digital Circs 12,947	-2.82%	20.28%	
Database Usage 5,703	17.30%	16.70%	

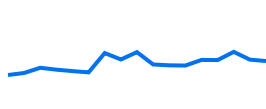
Program Attendees			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Windsor Attendees 1,550	-5.26%	122.06%	
Severance Attendees 924	2.67%	N/A	N/A
Off-site Attendees 962	-1.23%	14.12%	
Total Attendees 3,450	-2.87%	112.44%	


Number of Programs			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Windsor Programs 44	-21.43%	18.92%	
Severance Programs 34	-15.00%	N/A	N/A
Off-site Programs 38	0.00%	-2.56%	
Total Programs 117	-14.60%	53.95%	

*Totals include online programs.

Program Waitlists			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Waitlisted People 115	-20.69%	180.49%	
Waitlisted Programs 16	-30.43%	33.33%	

Cardholders			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Active Cardholders 5,660	-0.09%	18.04%	
New Cardholders 203	-13.62%	26.09%	

Meeting Rooms			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines From Aug '23
Windsor 40.24%	-3.78%	37.43%	
Severance 22.46%	.81%	N/A	N/A

Website Stats			
Dec 2024	vs. Nov 2024	vs. Dec 2023	Sparklines
Pageviews 30,097	-5.53%	43.20%	

REPORTS OF THE LIAISONS - JANUARY 2025

Lainie Peltz - Town of Windsor

- The Town Board would like to remind Windsor residents that there is a special election coming up on Feb. 18. There are eight proposed changes to the Home Rule Charter that primarily affect term limits, special elections in the event of a vacancy, and definitions of Town Board member vs. Mayor positions. There is also a citizen-led petition re: whether or not to allow a limited number of establishments to cultivate, test, and sell marijuana.
- We passed a resolution for a 6-month moratorium on the submission, acceptance, processing, and approval of any applications for the establishment of a business that cultivates, processes, or dispenses natural medicine and the establishment of any business, occupation, or operation of natural healing centers. We are not allowed to prohibit the businesses, but we are allowed to pause the process in order to determine zoning and policies for a reasonable period.
- **The Town has a survey on Project Connect regarding our Water Efficiency Plan** - please visit: <https://windsorprojectconnect.com/waterefficiencyplan>
- **The Town's Strategic plan through 2029** can be found here: <https://windsorprojectconnect.com/strategic-plan-2024-2029>

Jennifer Hansen - Weld RE-4 School District

- Weld RE-4 School District: [News Feed](#)
- Weld RE-4 School District: [Events](#)

Craig Joseph- Town of Severance

- The official Town of Severance newsletter
 - [Severance Scoop - Jan. 2025](#)

Dale Hall - City of Greeley

- City Scoop Newsletter - a mid-month update on local happenings, city initiatives, special projects, and more.
 - [City Scoop Dec. 2024](#)
 - [City Scoop Special Edition Jan. 22, 2025](#)

TREASURER'S REPORT - NOVEMBER AND DECEMBER 2024

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

The average monthly yield for December in Colotrust is 4.7059%.

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

Operating Revenue is at 104% of the budget, primarily due to interest income.

Expenditures are at 84% of the operating budget, additional accruals and adjustments will occur over the next weeks before finalizing prior to audit.

- General operating expenditures are at 101% of the budget. This is due to the Severance Library Grand Opening, Director Search expenses, additional insurance coverage, increased water bills at the Severance Library, and fees that correlate with the timing of the property tax received.
- All other expenditures are less than or equal to the budget.

Other Sources and Uses

- The construction costs for the Severance Library are at \$2.4 million.
- Capital expenses are under budget by approximately \$600k through the end of the year. Cost sharing for shared infrastructure improvements on Main St. will be determined by the board in 2025.

Change in Fund Balance

- The District is showing a \$1.9 million increase in fund balance 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
November 2024 Financials

	Nov 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$25,028	\$8,371,256	\$8,233,544	102%
Specific Ownership Tax	\$22,492	\$273,756	\$245,000	112%
Other Income	\$49,622	\$581,461	\$424,586	137%
Total Operating Revenue	\$97,142	\$9,226,473	\$8,903,130	104%
<u>Expenditures</u>				
Salaries and Wages	\$206,915	\$2,295,565	\$2,899,805	79%
Benefits	\$60,757	\$659,289	\$1,021,325	65%
Operating	\$48,556	\$666,030	\$690,505	96%
Materials	\$28,194	\$363,640	\$509,500	71%
IT	\$34,168	\$175,900	\$253,200	69%
Programming	\$4,096	\$65,179	\$87,500	74%
Public Relations	\$15,014	\$93,385	\$124,643	75%
Vehicles	\$786	\$16,435	\$26,000	63%
Capital Existing	\$47,078	\$120,003	\$250,000	48%
Lease Payment - Branch	\$300,803	\$356,606	\$356,606	100%
Total Operating Expense	\$746,367	\$4,812,031	\$6,219,084	77%
Operating Revenue Over (Under) Expenditures	(\$649,225)	\$4,414,442	\$2,684,046	164%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	\$0	(\$2,415,036)	(\$3,039,735)	79%
Total Other Financing Sources (Uses)	\$0	(\$2,152,028)	(\$2,776,727)	0%
Net Increase (Decrease) to Fund Balance	(\$649,225)	\$2,262,414	(\$92,681)	164%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of November 30, 2024

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	11,682,384.32
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Other Current Assets

1165 · Other receivables	590.00
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1170 · Prepaid Expenses	19,572.71
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Total Other Current Assets	<u>20,162.71</u>
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Total Current Assets	<u>11,702,547.03</u>
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TOTAL ASSETS

11,702,547.03

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	116,219.26
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Total Accounts Payable	<u>116,219.26</u>
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Other Current Liabilities

2112 · Employee Health Insurance Payab	2,137.60
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2115 · Pera Life Insurance	632.21
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2120 · Colorado W/H. Taxes Payable	1,158.46
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Total Other Current Liabilities	<u>3,928.27</u>
---------------------------------	-----------------

Total Current Liabilities	<u>120,147.53</u>
---------------------------	-------------------

Total Liabilities	120,147.53
-------------------	------------

Equity

2860 · Non-Spendable

2860.01 · Prepaid Items	19,572.71
-------------------------	-----------

Total 2860 · Non-Spendable	<u>19,572.71</u>
----------------------------	------------------

2861 · Restricted

2861.01 · TABOR Requirement	135,000.00
-----------------------------	------------

Total 2861 · Restricted	<u>135,000.00</u>
-------------------------	-------------------

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

Total 2862 · Committed	<u>5,885,349.00</u>
------------------------	---------------------

2863 · Unrestricted, Unassigned	3,280,063.44
---------------------------------	--------------

Net Income	<u>2,262,414.35</u>
------------	---------------------

Total Equity	<u>11,582,399.50</u>
--------------	----------------------

TOTAL LIABILITIES & EQUITY

11,702,547.03

Clearview Library District
December 2024 Financials

	Dec 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$139	\$8,371,395	\$8,233,544	102%
Specific Ownership Tax	\$24,471	\$298,227	\$245,000	122%
Other Income	\$45,425	\$626,886	\$424,586	148%
Total Operating Revenue	\$70,035	\$9,296,508	\$8,903,130	104%
<u>Expenditures</u>				
Salaries and Wages	\$216,846	\$2,512,411	\$2,899,805	87%
Benefits	\$74,271	\$733,560	\$1,021,325	72%
Operating	\$32,281	\$698,311	\$690,505	101%
Materials	\$33,787	\$397,427	\$509,500	78%
IT	\$29,299	\$205,199	\$253,200	81%
Programming	\$10,755	\$75,934	\$87,500	87%
Public Relations	\$5,432	\$98,817	\$124,643	79%
Vehicles	\$4,283	\$20,717	\$26,000	80%
Capital Existing	\$26,224	\$146,227	\$250,000	58%
Lease Payment - Branch	\$0	\$356,606	\$356,606	100%
Total Operating Expense	\$433,178	\$5,245,209	\$6,219,084	84%
Operating Revenue Over (Under) Expenditures	(\$363,142)	\$4,051,300	\$2,684,046	151%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	\$0	(\$2,415,036)	(\$3,039,735)	79%
Total Other Financing Sources (Uses)	\$0	(\$2,152,028)	(\$2,776,727)	0%
Net Increase (Decrease) to Fund Balance	(\$363,142)	\$1,899,272	(\$92,681)	151%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of December 31, 2024

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	11,342,980.67
------------------------	---------------

Other Current Assets

1170 · Prepaid Expenses	19,572.71
-------------------------	-----------

Total Other Current Assets	19,572.71
----------------------------	-----------

Total Current Assets	11,362,553.38
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TOTAL ASSETS	<u>11,362,553.38</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	143,296.35
--------------------------	------------

Total Accounts Payable	143,296.35
------------------------	------------

Total Current Liabilities	143,296.35
---------------------------	------------

Total Liabilities	143,296.35
-------------------	------------

Equity

2860 · Non-Spendable

2860.01 · Prepaid Items	19,572.71
-------------------------	-----------

Total 2860 · Non-Spendable	19,572.71
----------------------------	-----------

2861 · Restricted

2861.01 · TABOR Requirement	135,000.00
-----------------------------	------------

Total 2861 · Restricted	135,000.00
-------------------------	------------

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

Total 2862 · Committed	5,885,349.00
------------------------	--------------

2863 · Unrestricted, Unassigned	3,280,063.44
---------------------------------	--------------

Net Income	1,899,271.88
------------	--------------

Total Equity	11,219,257.03
--------------	---------------

TOTAL LIABILITIES & EQUITY	<u>11,362,553.38</u>
----------------------------	----------------------

DRAFT MINUTES

Call to Order

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

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams (joined online), City of Greeley Liaison Dale Hall, 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

Staff: Director Erica Rose, Interim Director Beth Gallinger, Office Manager Natalie Wagner, and IT Assistant Amanda Matl

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

Director's Report - October - Beth Gallinger, Interim Director

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

- Communication and Monthly Statistics
 - Interim Director Gallinger referenced the Director's Report and congratulated Jeromey Balderrama and Lisa Gagliardi on being ratified.
 - Interim Director Gallinger spoke of the excitement that the Pika Discovery layer was launched and of Author Rosemary Wells's visit.

Follow-Up Questions to Board/Liaison Reports

Reports of the Liaisons can be found in the board packet. City of Greeley Liaison Dale Hall gave an update on construction projects both commercial and residential, as well as the Cascadia project.

Treasurer's Report - October - Lisa Gagliardi, Treasurer

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

Lisa reported that financials can be found in the board packet. Lisa reported everything is status quo for this point in the year. Lisa said that as interest rates decline, the district may want to look at different investment options in 2025.

Motion by Ron Dunworth, second by Cole Gerstner, to accept the Treasurer's Report as presented for October 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported that there is no new business. The Friends and Foundation meeting is next week. Director Rose stated that Rochelle will be retiring as the liaison of the library board to the Friends and Foundation.

Old Business

- Approve Minutes of the November 18, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to approve minutes of the November 18, 2024, Regular Board Meeting; motion passed unanimously.
- Update on Ad Hoc Committee to Determine the Feasibility of a Sign - Beth Gallinger, Interim Director
 - Beth gave an update on the Town of Severance business sign, working with the Town of Severance on an MOU, and Severance's further interest in working with the library district and other town entities.
- Main St. Property - Jeromey Balderrama, Board President
 - Jeromey reported that there are no new developments to report.

New Business

- Adoption of the 2025 Clearview Library District Budget, Resolution 2024-07 - Erica Rose, Library Director
 - Director Rose reported this being the 3rd reading of the budget and that she had conversations with board members before this meeting.
 - Jeromey invited the public to speak. There was no one.
 - The board discussed amending the proposed budget to strike in Resolution 2024-07 \$600,000 from Capital.
 - The board and Director Rose expressed their thanks to Interim Director Gallinger, Financial/HR Specialist Erin Mitchell, and staff for their work on the 2025 budget.
 - Motion by Ron Dunworth, second by Rochelle Brotsky, to adopt the 2025 Clearview Library District Budget amended to strike \$600,000 from Capitol, Resolution 2024-07; motion passed unanimously.
- Appropriate Sums of Money, Resolution 2024-08 - Erica Rose, Library Director
 - Director Rose reported that this will be amended. Capital outlay of \$600,000 will be struck.
 - Motion by Kendra Adams, seconded by Rochelle Brotsky, to approve Appropriate Sums of Money, Resolution 2024-08 with Capital outlay of \$600,000 struck; motion passed unanimously.

- Set the Mill Levy, Resolution 2024-09 - Erica Rose, Library Director
 - Director Rose reported on the Mill Levy being 3.546 mils.
 - Motion by Ron Dunworth, seconded by Cole Gerstner, to approve Resolution 2024-09 to set the Mil Levy; motion passed unanimously.
- Appreciation, Resolution 2024-10 - Erica Rose, Library Director
 - Director Rose announced that Trustee Rochelle Brotsky is retiring from serving on the board on December 31, 2024.
 - Jeromey read the resolution aloud that commended Rochelle for years served to the Clearview Library District.
 - Rochelle thanked the board and shared that she has been honored to work with the boards over the years and to be a part of the community in this way. Rochelle says that she will be around, and help out whenever she is able.
 - Motion by Cole Gerstner, seconded by Ron Dunworth, to approve Appreciation, Resolution 2024-10; motion passed unanimously. Rochelle abstained from this vote.
- Director Rose Financial Accounts Access, Resolution 2024-11 - Erica Rose, Library Director
 - Director Rose reported this resolution is required for Director Rose to be added to financial accounts.
 - Motion by Rochelle Brotsky, second by Ron Dunworth, to approve Financial Accounts Access, Resolution 24-11; motion passed unanimously.
- Personnel - Jeromey Balderrama, Board President
 - Jeromey reported this session will be to discuss the Interim Director. The library board thanked Interim Director Gallinger for all her hard work.
 - Motion Ron Dunworth, second by Cole Gerstner, to extend the Interim Director pay for the remainder of the calendar year; motion passed unanimously.

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.

Motion by Cole Gerstner, second by Run Dunworth 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 5:56 p.m. President Balderrama announced a 2-minute recess, and then the Executive Session would begin.

President Jeromey Balderrama called the regular board meeting back to order at 7:00 p.m. and announced that everyone remained present except for Liaison Dale Hall.

Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Kendra Adams (online), Brad Yatabe, Erica Rose, Beth Gallinger, Natalie Wagner, and Amanda Matl

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.

Motion by Cole Gerstner, second by Ron Dunworth, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of evaluating the performance of the Interim Director; motion passed unanimously. President Balderrama announced a break to have cake, and then the Executive Session would begin.

Kendra Adams was excused and left the meeting at 7:30 p.m.
President Balderrama elevated Trustee Gagliardi to voting status.

President Jeromey Balderrama called the regular board meeting back to order at 7:48 p.m. and announced that everyone remained present.

Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Brad Yatabe, Director Rose, Beth Gallinger, Natalie Wagner, and Amanda Matl

Upcoming Agenda

Organizational Board Work

Adjourn

Motion by Rochelle Brotsaky, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:51 p.m.

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
- Board of Trustees Special Meeting, February 4, 2025, 5:30 p.m. - Administrative Services Building; Public via Zoom
- The Board of Trustees Regular Meeting scheduled for February 27, 2025, is cancelled.
- Board of Trustees Working Session, March 13, 2025, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Regular Meeting, March 27, 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.

DRAFT MINUTES

Call to Order

President Cole Gerstner called the meeting to order at 5:30 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Cole Gerstner, Vice-President Kendra Adams, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Ron Dunworth, and Attorney Bill Garcia

Staff: Director Erica Rose, Office Manager Natalie Wagner, and IT Assistant Trevor Wagner

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

New Business

- Election of Officers – Jeromey Balderrama, President
 - After board member nominations were heard a slate of Officers, as follows, was presented and each nominated board member accepted their position.
 - President Cole Gerstner, Vice-President Kendra Adams, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama.
 - Motion by Ron Dunworth, second by Lisa Gagliardi, to approve the Slate of Officers as presented; motion passed unanimously.
- Appointment of Standing Committees and Ad Hoc Committees – Cole Gerstner, President
 - After board discussion was heard on joining committees, President Gerstner stated that he would send out final committee appointments. The minutes reflect President Gerstner's update of committee members was shared with board members on January 4, 2025.
 - Audit Committee: Cole Gerstner and Lisa Gagliardi
 - Long-Term Planning Committee: Kendra Adams and Ron Dunworth
 - Personnel Committee: Cole Gerstner and Kendra Adams
 - Strategic Planning Committee: Jeromey Balderrama and Lisa Gagliardi
 - Ad hoc Policy Committee: Jeromey Balderrama and Board Alternate
 - Ad hoc Sign Committee: Ron Dunworth
 - Clearview Library District Friends and Foundation Liaison: Lisa Gagliardi

- Alternate Trustee Vacancy – Cole Gerstner, President
 - President Gerstner reported that Library Board Alternate Lisa Gagliardi resigned opening up a Library Board Alternate position. Once the position is accepted, it is effective immediately and will fill Trustee Gagliardi's term until 12/31/2025. The Board's Alternate process of posting and interviewing can get started.
 - Attorney Garcia will review and follow up on conducting Board Alternate interviews.
 - Director Rose stated that staff are ready to post for the Board Alternate position and begin that process.
 - Motion by Jeromey Balderrama, second by Ron Dunworth, to approve filling the Alternate Trustee Vacancy; motion passed unanimously.
- Posting of Official Library Notices, Resolution 2024-04 – Erica Rose, Library Director
 - Erica reported on the posting of Official Library Board notices. A board discussion was held about posting on the Bookmobile.
 - Motion by Jeromey Balderrama, second by Kendra Adams, to approve the Posting of Official Library Notices, Resolution 2025-01, and amend to include the Bookmobile as a posting location; motion passed unanimously.

Adjourn

Motion by Kendra Adams, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 6:15 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, January 30, 2025, 5:30 p.m. - Windsor Library and Zoom
- Board of Trustees Special Meeting, February 4, 2025, 5:30 p.m. - Administrative Services Building; Public via Zoom
- The Board of Trustees Regular Meeting scheduled for February 27, 2025, is cancelled.
- Board of Trustees Working Session, March 13, 2025, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Regular Meeting, March 27, 2025, 5:30 p.m. – Windsor Library and Zoom

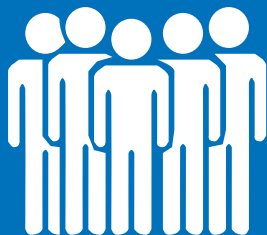
The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

Q
4

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4

Patrons Served

48,532



Average Monthly Card Users

5,691



Total New Cards

764

Total Card Holders

27,565

Circulation

Physical

92,103

Virtual

39,895



Windsor

68,863

Average Monthly

Severance

18,029

Active Virtual

Bookmobile

4,584

Borrowers

2,750

Total Program Attendance

11,778

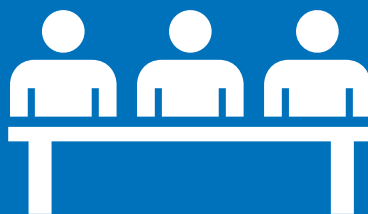
Number of Programs

420



Room Bookings by Patrons

684



Windsor

557

Severance

127

Average Monthly Computer Users

484

Average Monthly WiFi Usage

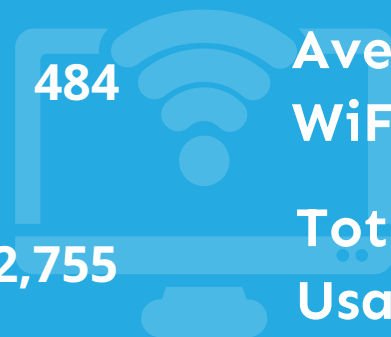
854

Total Computer Sessions

2,755

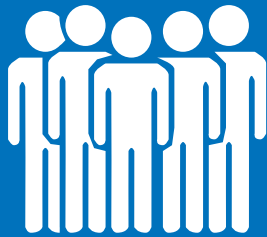
Total Website Usage

98,843



Patrons Served

191,427



Average Monthly Card Users

5,652

Total New Cards

4,086

Total Card Holders

27,565



Circulation

Physical

380,122

Virtual

146,834



Windsor

297,587

Average Monthly

Severance

59,592

Active Virtual

Bookmobile

20,490

Borrowers

2,576

Total Program Attendance

41,935

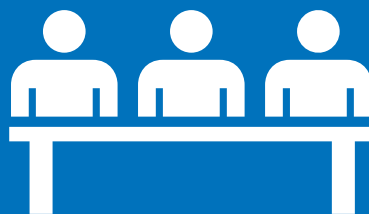
Number of Programs

1,655



Room Bookings by Patrons

2,236



Windsor

1,938

Severance

298

**Average Monthly
Computer Users**

507

**Average Monthly
WiFi Usage**

799

**Total Computer
Sessions**

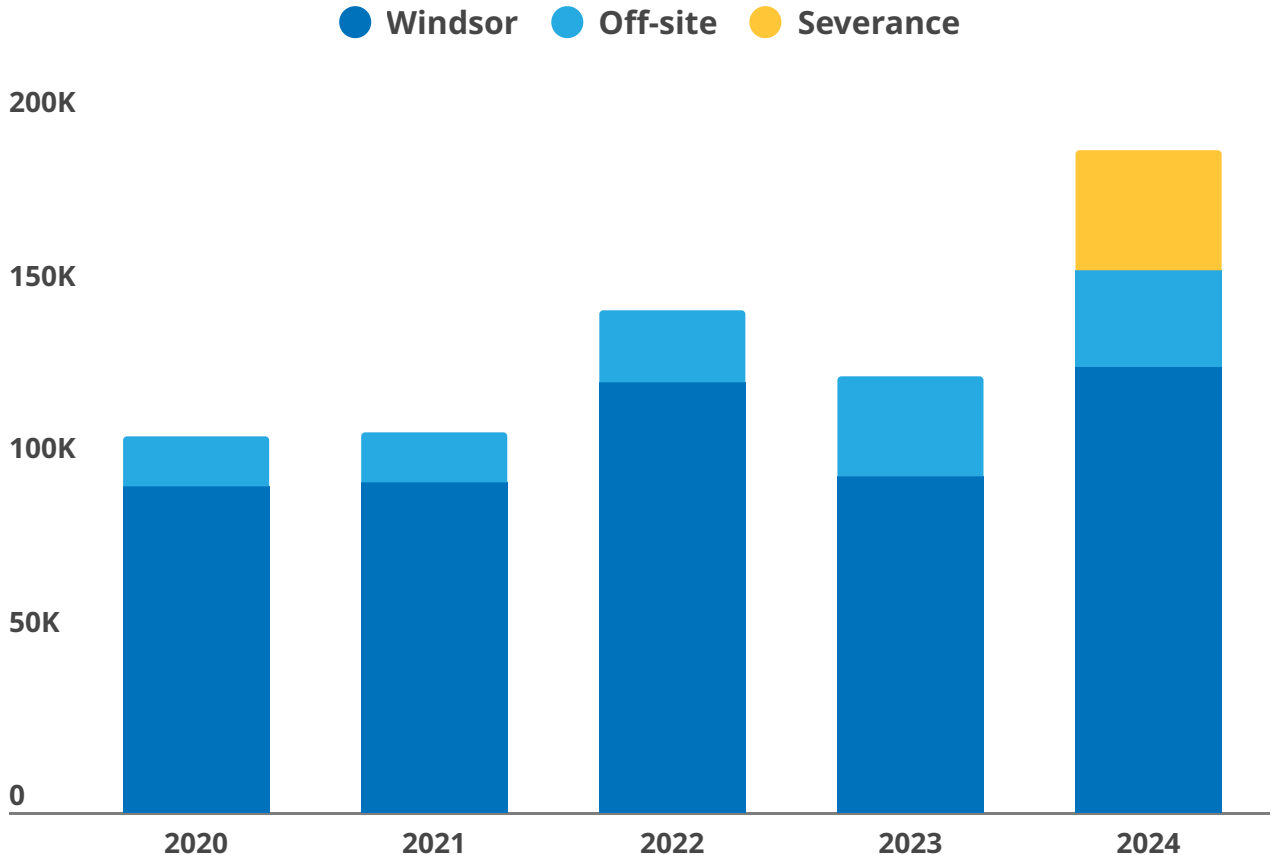
11,553

**Total Website
Usage**

398,233

Patrons Served by Location

Windsor visits grew by 32%, but the addition of Severance caused the total patron count to grow by over 50% in comparison to 2023.

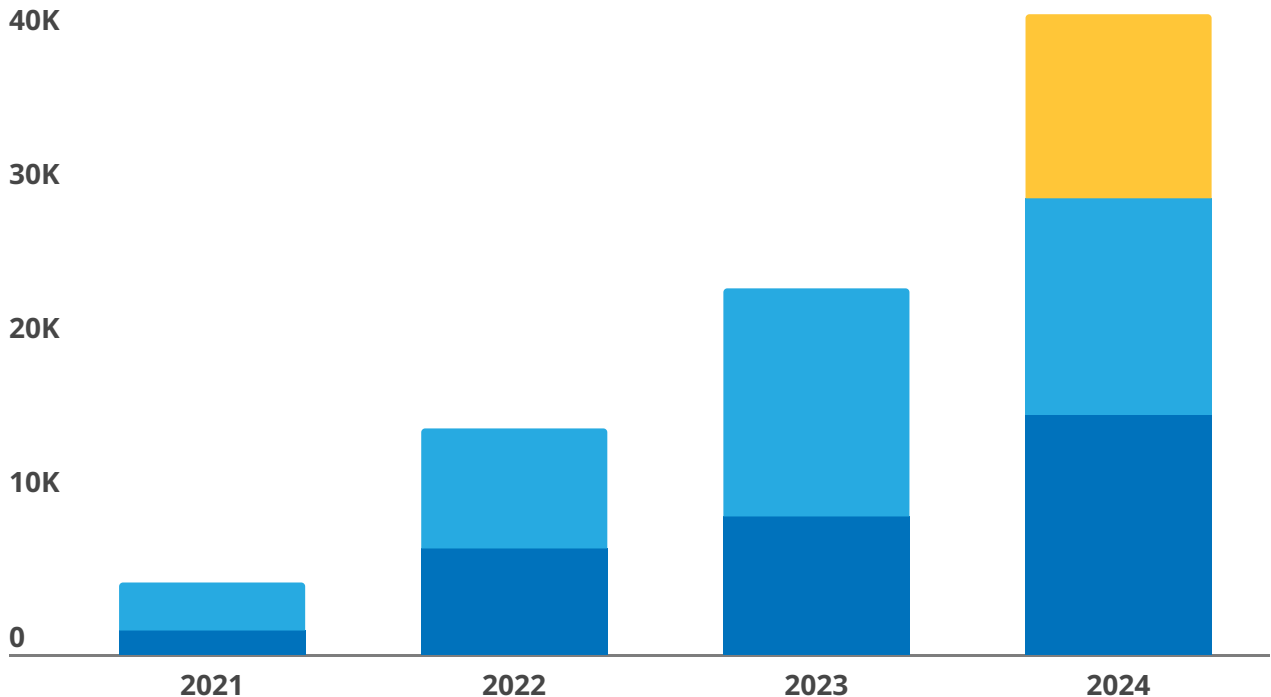


Note: The top height of the bar represents the total, not the value of the topmost section.

In-Person Program Attendance

Program attendance continued to grow, but the addition of Severance caused total attendance to increase by almost 75% in comparison to 2023.

● Windsor ● Off-site ● Severance

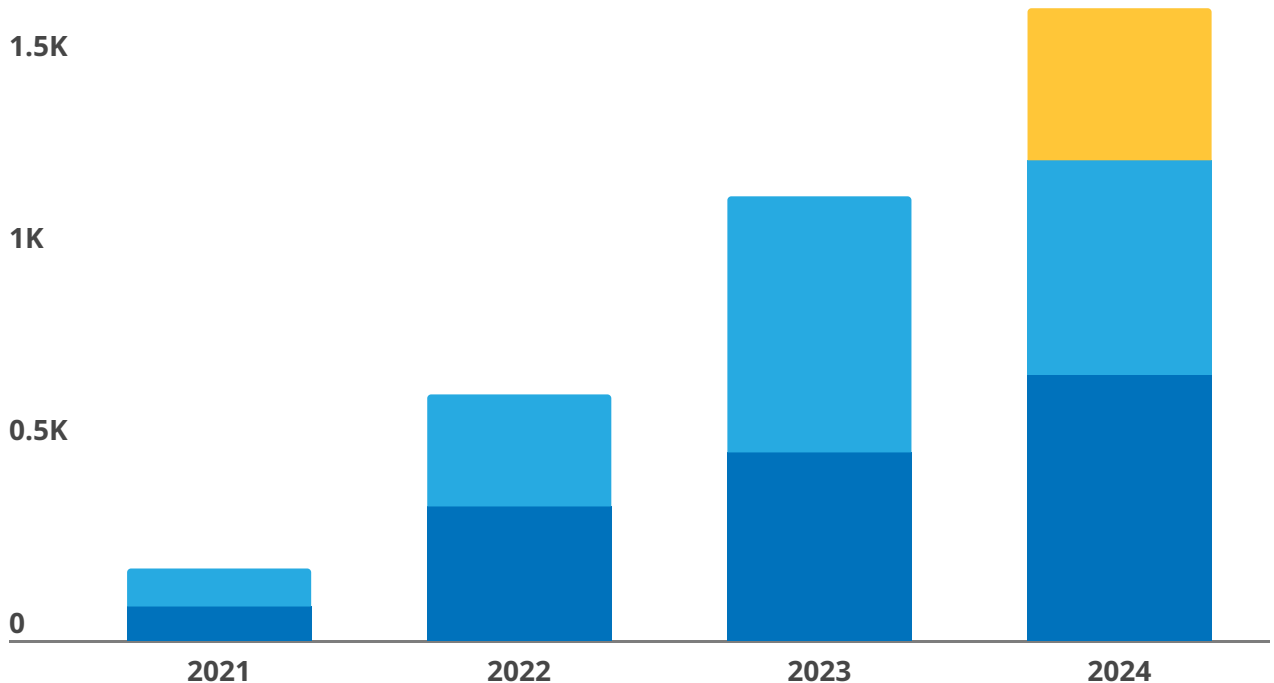


Note: The top height of the bar represents the total, not the value of the topmost section.

In-Person Programs

The number of programs offered continued to grow, but the addition of Severance brought total programs up by over 40% in comparison to 2023.

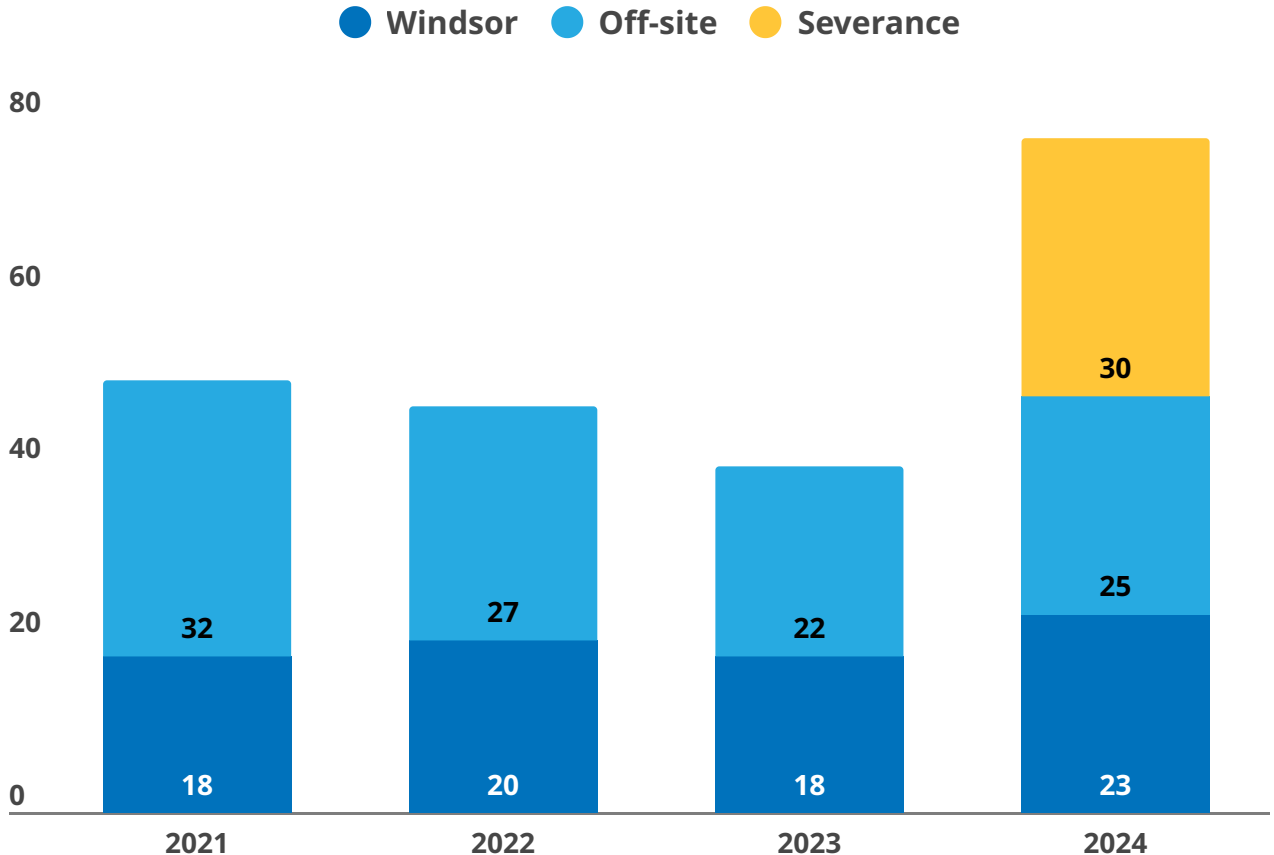
● Windsor ● Off-site ● Severance



Note: The top height of the bar represents the total, not the value of the topmost section.

Average Attendees per Program

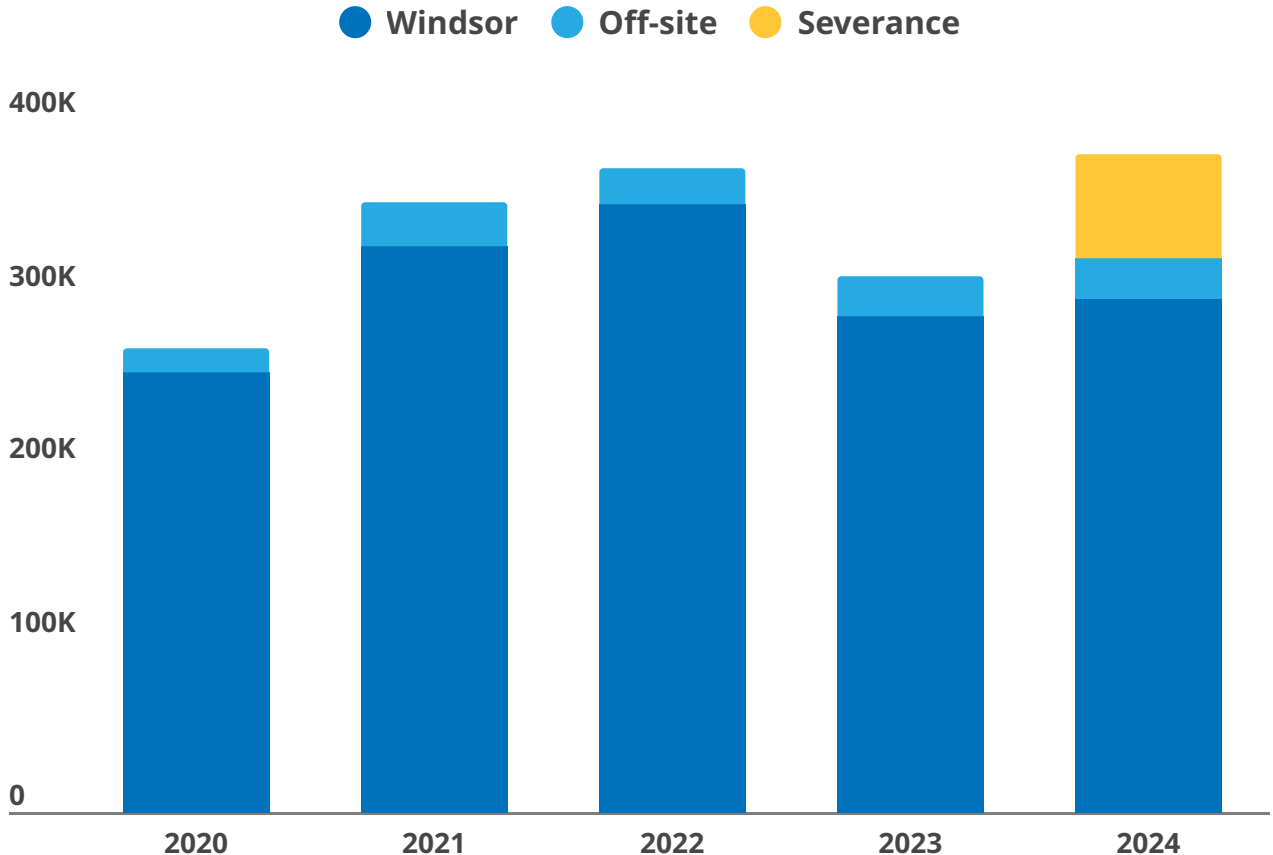
Programs were generally well-attended in 2024, particularly at Severance.



Note: The top height of the bar represents the total, not the value of the topmost section.

Physical Circulation by Location

The addition of the Severance Library helped total circulation to grow by over 20% in comparison to 2023.



Note: The top height of the bar represents the total, not the value of the topmost section.

COMMUNICATION

Q4 REPORT - UPDATES



GOAL: Increase awareness of the Library District's operations, services, and programs.



PROGRESS ON GOAL ACTION STEPS:

Update the Library District's Marketing Plan

In Q4, the Communications Specialist achieved milestones to strengthen the Library District's Marketing Plan and strategic initiatives. Achievements included completing foundational updates to our Brand Refresh Guide, aligning the Friends & Foundation with the new branding, and expanding our reach through targeted advertising and community partnerships. These efforts resulted in record event attendance and increased usage of resources, such as Explore Kits and Adventure Passes. A comprehensive crisis communications strategy was also finalized to improve emergency preparedness.

Make revisions and updates to the Library District's website

In Q4, Communications staff redesigned the Hours & Locations page, improving usability by streamlining the design and incorporating holiday closures. The next steps involve creating individual location pages, redesigning the Bookmobile page for consistency, and implementing a new slider/gallery feature to showcase additional photos for each location. Additionally, testing embedded iframes is underway, using Infogram dashboards to display key statistics. Initial tests with our Technical Services Assistant were successful. Next involves selecting data, determining site placement, and applying branding to dashboards.

COMMUNICATION

Q4 REPORT - UPDATES



PROGRESS ON GOAL ACTION STEPS (CONTINUED):

Explore radio advertising

This action step was still in the planning stages during Q4 and is currently under review to assess its long-term impact and value, particularly given the success of other efforts within the Library District's Marketing and Communications plan.

Explore clearer ways to provide usage data to the public

In Q4, the Communications team continued its social media campaign to promote the Library District's impact, sharing four posts highlighting key statistics, achievements, and engagement with followers. These posts collectively achieved an average of 222 impressions and an average engagement rate of 4%. The engagement rate is stronger than the general social media benchmark (typically 1-2%). This indicates that the content resonates well with the audience, highlighting the relevance and appeal of the campaign's messaging.



GOAL ACTION STEPS IN PROGRESS:

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

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

IT/TECHNOLOGY

Q4 REPORT - UPDATES



GOAL 1: Improve access and visibility of the Library District's Explore Kit collection, eResources, and other non-traditional library materials.



PROGRESS ON GOAL 1 ACTION STEPS:

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

On October 15, we launched Pika, our new library catalog and discovery system. This innovative platform enhances the user experience by making it easier to browse and discover our collections. It also allows us to highlight non-traditional items, such as explore kits and a variety of online resources.

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

Now that Pika is live, we can showcase photos of all our Explore Kits, making it easier than ever for patrons to find them and understand exactly what they include. This visual feature adds clarity and accessibility, helping everyone discover the full potential of our non-traditional collections.

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

The IT and Severance staff have worked together to design and set up a dedicated space at the Severance Library for displaying our Explore Kits. This new display makes it easier for patrons to browse these unique, hands-on collections and see all the exciting options available to them. To further enhance the experience, we are collaborating with the Communications team to create additional signage, ensuring the display is both eye-catching and informative. It's a fantastic addition that boosts both accessibility and visibility for these popular resources.

IT/TECHNOLOGY

Q4 REPORT - UPDATES



GOAL 2: Improve the school library card program to increase access to library resources in Weld RE-4 classrooms.



PROGRESS ON GOAL 2 ACTION STEPS:

Work with Weld RE-4 to simplify the registration process.

School cards continue to be discussed at bi-monthly Memorandum of Understanding (MOU) meetings, which the Library District's Public Services Manager and Weld RE-4's District Librarians attend. Because of the timeline for school registration for Weld RE-4, no major changes to the school card process will be implemented in time for the 2025/2026 school year. In the meantime, discussions are being had about shared log-ins (for select digital resources) to ensure teachers can expose an entire classroom to the same resource. Nothing has been agreed upon regarding shared log-ins at this time.

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

MOU negotiations include a strong focus on the resources and opportunities Clearview Library District offers to Weld RE-4, along with discussions about how to make these resources most accessible to teachers and students.

PARTNERSHIPS

Q4 REPORT - UPDATES



GOAL: Build and strengthen partnerships with community organizations.



PROGRESS ON GOAL ACTION STEPS:

Establish a Memorandum of Understanding (MOU) with all major partners.

The Public Services Manager and Weld RE-4 School District Librarians have made great progress in tying up the Programs/Events/Visitations portion of the MOU. Meetings continue, and we hope this portion will be solidified within two months of this update. Once this portion is complete, we will work on the communications portion. Due to the time demands of this project, this is the only MOU being worked on at this time.

Review and evaluate all current partnerships.

The MOU collaboration with Weld RE-4 has led to some organic evaluation of additional partnerships. Additionally, the process of building a more formal and specific evaluation framework for all partnerships is in progress. Additionally, the planning is in the works for the new Library Director to meet strategically with community leaders in order to listen and learn about what is most important to individuals across the District.

PROGRAMMING

Q4 REPORT - UPDATES



GOAL: Community members of all ages will have increased access to an array of diverse programs that enhance their quality of life.



PROGRESS ON GOAL ACTION STEPS:

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

Internal discussions are underway to consider integrating a community needs assessment into the Library District's upcoming strategic planning process.

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

All in-house program evaluations have been completed by Public Services staff and are in review by the Public Services Manager. Once these are all approved, we will move on to evaluating outreach programs, as well as library services.



GOAL ACTION STEPS COMPLETED:

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

SPACE

Q4 REPORT - UPDATES



GOAL 1: Build a library in Severance that meets the needs of the community.



GOAL & ACTION STEPS COMPLETED:

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

Goal 1 & Action Step Completed.

Open the building for the public by April 2024.

Goal 1 & Action Step Completed. The Grand Opening and Ribbon Cutting Ceremony took place on April 6, 2024. More than 700 people attended.



GOAL 2: Community members will be aware of meeting spaces that are available for their use.



PROGRESS ON GOAL 2 ACTION STEPS:

Launch a social media campaign to promote library meeting rooms.

The promotion of Library Meeting Rooms at both locations continued throughout Q4. In December 2024, a separate targeted social media campaign was launched to communicate changes in library hours. While distinct from the meeting room initiative, this three-post campaign achieved an average of 742 impressions and a 9% engagement rate. These strong results demonstrate the campaign's success in raising awareness about the new hours.

SPACE

Q4 REPORT - UPDATES



PROGRESS ON GOAL 2 ACTION STEPS (CONTINUED):

Advertise meeting room space in local publications.

In Q4, the Communications Staff launched a campaign to promote free meeting rooms at Windsor and Severance libraries. The campaign featured the theme "Uncover Brilliant Ideas in the Cozy Corners of the Library," highlighting eight versatile rooms equipped for studying, collaboration, and presentations. Ads were placed in *Windsor City Lifestyle* and *MyWindsor* Magazines, reaching a wide audience and boosting awareness of these services.

Simplify the booking process.

Reserving meeting rooms after hours at the Severance Library was available for part of the quarter, and demand is high. During this quarter, we simplified the booking process, as well as after-hours approval and training. As soon as we are able to return to after hours access, these things will offer patrons a streamlined experience.



GOAL 3: Evaluate the use of Library District facilities.



PROGRESS ON GOAL 3 ACTION STEPS:

Monitor the use of collaborative spaces at the Windsor Library... as well as the meeting rooms, spaces and areas in the new Severance Library.

Having the Severance Library meeting rooms open after hours has increased visibility for the library's meeting spaces. Technical issues with the main entrance doors at the Severance Library temporarily halted this service late in Q4, but the problem is being addressed.

SPACE

Q4 REPORT - UPDATES



GOAL 4: The Library District will continue to assess the needs of our growing population.



PROGRESS ON GOAL 4 ACTION STEPS:

Continue conversations with developers and governments.

The implementation of a community analysis will reveal data and feedback from our communities that guides our decisions about increasing facilities space in the future.



GOAL 4 ACTION STEPS IN PROGRESS:

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

Report to the public regularly on progress.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Jeromey Balderrama, Library Board Secretary

Date: January 30, 2025
Re: Donated Materials Policy Review
Item 5.1: New Business

Background / Discussion

Prior to 2019, the Friends and Foundation held book sales to raise funds. The loss of storage space made these sales impossible. Currently, the Friends and Foundation offers a small selection of books and media for sale, and accepts donations, prioritizing children's books for summer programming. The Friends and Foundation maintains a bookshelf outside the meeting room with items for purchase at both libraries. The library district does accept new items that are best sellers and children's items in good condition to be used as giveaways during the summer programming.

Recommendation

Adoption of the revised policy.

Attachments

Material Donation Policy

Material Donation Policy

Due to space constraints, the Clearview Library District is unable to accept donated library materials at this time, except for current best-selling titles with waiting lists and children's books in excellent condition that can be used as giveaways for summer programming or special events and projects.

All donated items are subject to the [district's collection development policies](#). Once donated, items cannot be returned to the donor.

Adopted March, 2022

DRAFT

Addendum: Material Donation Options

Clearview Library District [Friends and Foundation](#) maintains a small shelf of books for sale at the entrance of each library as items are removed from circulation.

Do you have books you're looking to re-home? The District is committed to providing convenient options for the community to re-home their surplus books. Here are several local organizations that may help:

Local Libraries

- [Poudre River Public Library District](#)
- [Friends of the Loveland Public Library](#)
- [High Plains Library District](#)
- Colorado Department of Education (Email for details on how to donate: ildsupport@cde.state.co.us)

Thrift Stores

- [Goodwill](#) | 2510 47th Ave., Greeley, CO | 970-576-3175
- [ARC](#) | 2401 27th Street, Greeley, CO | 970-330-7082
- [Habitat for Humanity Restore](#) | 2080 Greeley Mall St, Unit D05, Greeley, CO | 970-352-1404
- [Habitat for Humanity Restore](#) | 5250 N. Garfield Ave. (N. Highway 287), Loveland, CO | 970-669-7343

Book Drop-Off

- [Bookcrossing](#)
- [Little Free Libraries](#)

Used Book Stores

- [2nd & Charles](#) | 4417 Corbett Dr., Suite 100, Fort Collins, CO | 970-229-9413

- [Bizarre Bazaar](#) | 1014 S. College Ave., Fort Collins, CO | 970-484-1699
- [Eclectic Reader Books](#) | 1119 W. Drake Rd., Unit C-18, Fort Collins, CO | (Call to make an appointment: 970-223-4019)
- [Midnight Oil](#) | 827 10th Street, Greeley, CO | 970-673-8675

Donations by Mail

- [Prison Book Program](#)
- [Better World Books](#)
- [Operation Paperback](#)
- [Books For Africa](#)

Recycling

- [Larimer County Solid Waste Recycling Drop-off Area](#) | 5887 S. Taft Hill Rd., Fort Collins, CO (paperbacks only)

Online Donations or Trade-ins

- [Pick Up Please](#)
- [Book Scouter \(textbooks only\)](#)

MEMORANDUM

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

Date: January 30, 2025
Re: Engagement Letter for the 2024 Audit
Item 5.2: New Business

Background / Discussion

The Library District is required by law to engage an auditor to conduct an annual audit. Hinkle and Company has audited the District's finances for the past five years.

Recommendation(s)

The Director recommends approving the Auditor's Engagement Letter.

Attachments

Letter of Engagement



**HINKLE &
COMPANY**
Strategic PC
Business Advisors

January 27, 2025

Board of Trustees
Erica Rose, Director
Clearview Library District
720 3rd Street
Windsor, CO 80550

We are pleased to confirm our understanding of the services we are to provide to the Clearview Library District (the District). We will audit the financial statements and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of December 31, 2024.

Accounting principles generally accepted in the United States of America require that supplementary information (RSI), such as management's discussion and analysis (MD&A). Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussions and Analysis

Office Locations:

Colorado Springs, CO
Denver, CO
Frisco, CO
Tulsa, OK

Denver Office:

750 W. Hampden Avenue,
Suite 400
Englewood,
Colorado 80110
TEL: 303.796.1000
FAX: 303.796.1001
www.HinkleCPAs.com

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements. Please note that the determination of abuse is subjective and Government Auditing Standards does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For maintaining records that adequately identify the source and application of funds for federally funded activities;



4. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
5. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
6. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
7. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
8. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
9. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
10. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
11. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

Jim Hinkle is the engagement partner for the audit services specified in this letter. His responsibilities include supervising the auditing services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



Our fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as printing, postage, travel, etc.) except that we agree that our maximum fee, including expenses, will not exceed \$10,375. Our invoices for these fees will be rendered as work progresses and are payable on presentation. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules and analyses of accounts. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Hinkle & Company, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hinkle & Company, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

With respect to any nonattest services we perform, the District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.



At the conclusion of our audit engagement, we will communicate to the Board of Trustees, the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement's compliance over major federal award programs including our respective responsibilities.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Hick & Company, PC

This letter correctly sets forth our understanding of the Clearview Library District.

Authorized Signature

Date

Title



Report on the Firm's System of Quality Control

To the Partners of Hinkle & Company, PC and
the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the "firm") in effect for the year ended September 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

To the Partners of Hinkle & Company, PC and
the Peer Review Committee of the Oklahoma Society of CPAs
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Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Hinkle & Company, PC in effect for the year ended September 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Hinkle & Company, PC has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Finley & Cook, PLLC". The signature is written in a cursive, flowing style.

Shawnee, Oklahoma
August 30, 2023

December 04, 2023

James Hinkle
Hinkle & Company PC
5028 E 101st ST Ste A
Tulsa, OK 74137-5821

Dear James Hinkle:

It is my pleasure to notify you that on November 30, 2023, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is March 31, 2026. This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

OSCPA Peer Review Committee

Peer Review Committee
peerreview@oscpa.com
1-800-522-8261 ext. 3810

cc: Danny Bledsoe

Firm Number: 900010140928

Review Number: 601404

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Jeromey Balderrama, Library Board Secretary

Date: January 30, 2025
Re: Colorado Public Library Standards
Item 5.3: New Business

Background / Discussion

During the CALCON 2024 Conference, the [Colorado Public Library Standards](#) were discussed at a session. Beginning in March, the library board will review a standard at regular board meetings, using an agreed-upon system for evaluation.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Jeromey Balderrama, Library Board Secretary

Date: January 30, 2025
Re: Library Board Self-Evaluation
Item 5.4: New Business

Background / Discussion

The Board of Trustees conducts a self-evaluation at the end of every year. The Library Board President gathers feedback from Trustees and presents the results at the Board's January meeting.